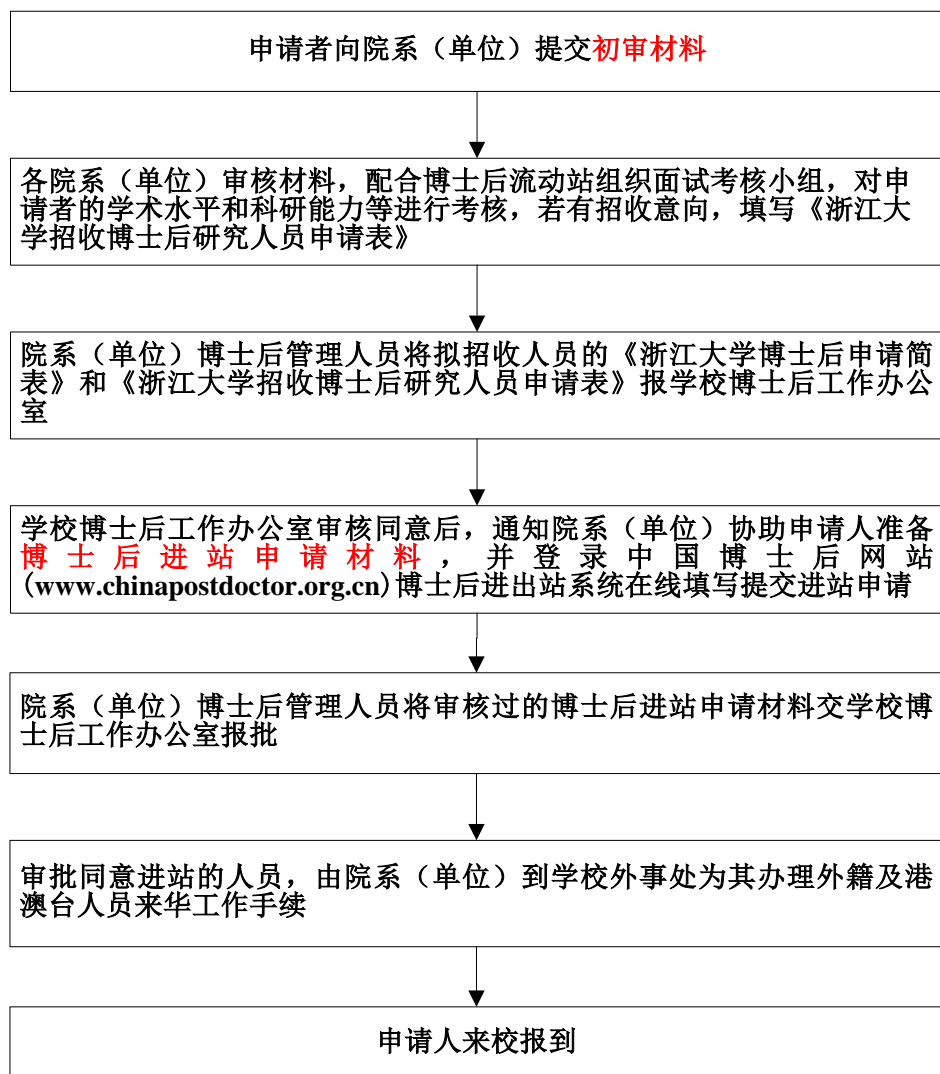


浙江大学博士后申请及进站报到程序（外籍人员）

外籍人员申请进我校做博士后需经个人申请、网上注册、进站审批，并获得外籍人员来华工作许可后方可进站工作，具体如下：

一、 申请进站



初审材料清单：

1	《浙江大学博士后申请简表》
2	专家推荐信(两位专家)，其中 1 位为本人博士生导师
3	表明其研究能力和学术水平的成果清单（如学术论文、专利、获奖等）及佐证材料、博士学位论文

博士后进站申请材料清单：

1	博士后申请表（可由申请人填写后，院系（单位）协助其在中国博士后进出站系统在线填写提交后打印）	按 1-7 的顺序装订，准备 1 套原件 2 套复印件
2	专家推荐信(两位专家)，其中 1 位为本人博士生导师	
3	博士学位证书复印件，暂未拿到学位者提供答辩决议书及学位办同意授予学位证明	
4	护照复印件	
5	博士后科研流动站设站单位学术部门考核意见表	
6	浙江大学招收博士后研究人员申请表	
7	《博士后进站审核表》	
8	《浙江大学外籍博士后研究人员工作协议》	中、英文版各 4 份 (均为原件)
9	《浙江大学学科博士后研究人员聘用合同》	4 份（均为原件）
10	中国驻外使领馆出具的学位认证（进站时可暂不提供，进站后 6 个月内须提交到学校博士后办公室）	

二、 办理《外国人工作许可通知》

需准备的材料和办理流程：

1、来学校博士后工作办公室（紫金港校区东 3-104-8）领取博士后申请进站材料 1 套和浙江大学外籍博士后研究人员工作协议 1 份。

2、其他所需材料和具体办理流程详见外事处网站：浙江大学长期外国文教专家来校工作办证手续。

三、 办理《外国人工作许可证》和居留证

申请人入境后，须办理《外国人工作许可证》和居留证，具体办理流程详见外事处网站：浙江大学长期外国文教专家来校工作办证手续。

四、 来校报到

（一） 需准备材料

1	《外国人工作许可通知》原件和复印件 1 份
2	护照签证页复印件 1 份
3	博士学位证书原件（国外获博士学位者还需提供中国驻外使领馆出具的学位认证）
4	近期正面一寸白底彩照 3 张
5	需租住学校公寓者，准备住房押金 1000 元

（二）报到流程

博士后确定来校时间后，可由合作导师指派学生助手提前10日登陆校房地产管理处教师公寓网络服务平台为其预约租住学校公寓（工号请联系学校博士后办公室），并由学生助手登入人力资源平台<http://ehr.zju.edu.cn>为其填写个人信息并按要求提交，如未填写将无法进行校内报到

入境后到浙江国际旅游卫生保健中心（杭州市文三路2号，周一至周五上午8点—10点30分，电话：0571-87852410, 87852407, 87852408）办理健康证明（携带本人护照原件 and 2寸正面免冠白底彩照4张；如已经在本国体检过，须带上体检证明）
随行家属须提供材料：有效护照及签证复印件、2寸正面免冠白底彩照3张、健康证明复印件（18岁以下未成年人可免健康证明复印件）

持报到材料到人事处博士后工作办公室（紫金港校区东3-104-8）办理进站

到学校行政服务大厅（紫金港校区纳米研究院大楼一楼人事窗口）领取报到通知单，并在行政服务办事大厅相关窗口办理相关进校手续

持行政服务办事大厅人事窗口开具的教职工报到单到本学院（单位）人事科报到

人事窗口：办理工作证，领取浙江大学校徽；选择工资发放银行；领取到学院（单位）人事科报到通知单

校园卡窗口：办理校园卡

房产处窗口：凭护照和博士后进站协议到房产处窗口办理租房手续

医保办窗口：办理职工医疗保险（需带2张护照复印件和2张白底1寸彩照）

五、 其他

1、申请进站时未提交博士学位证书复印件的人员，须在进站后的六个月内向校博士后工作办公室提交博士学位证书复印件 1 份。

2、若进站后本人家庭及工作电话、e-mail 地址与申报材料不一致的，及时将变动情况通过邮件（邮箱：bohouban@zju.edu.cn）告知学校博士后工作办公室。

3、请随时浏览浙江大学博士后网站：<http://hr.zju.edu.cn/postdoctor/>，有关信息在此发布。

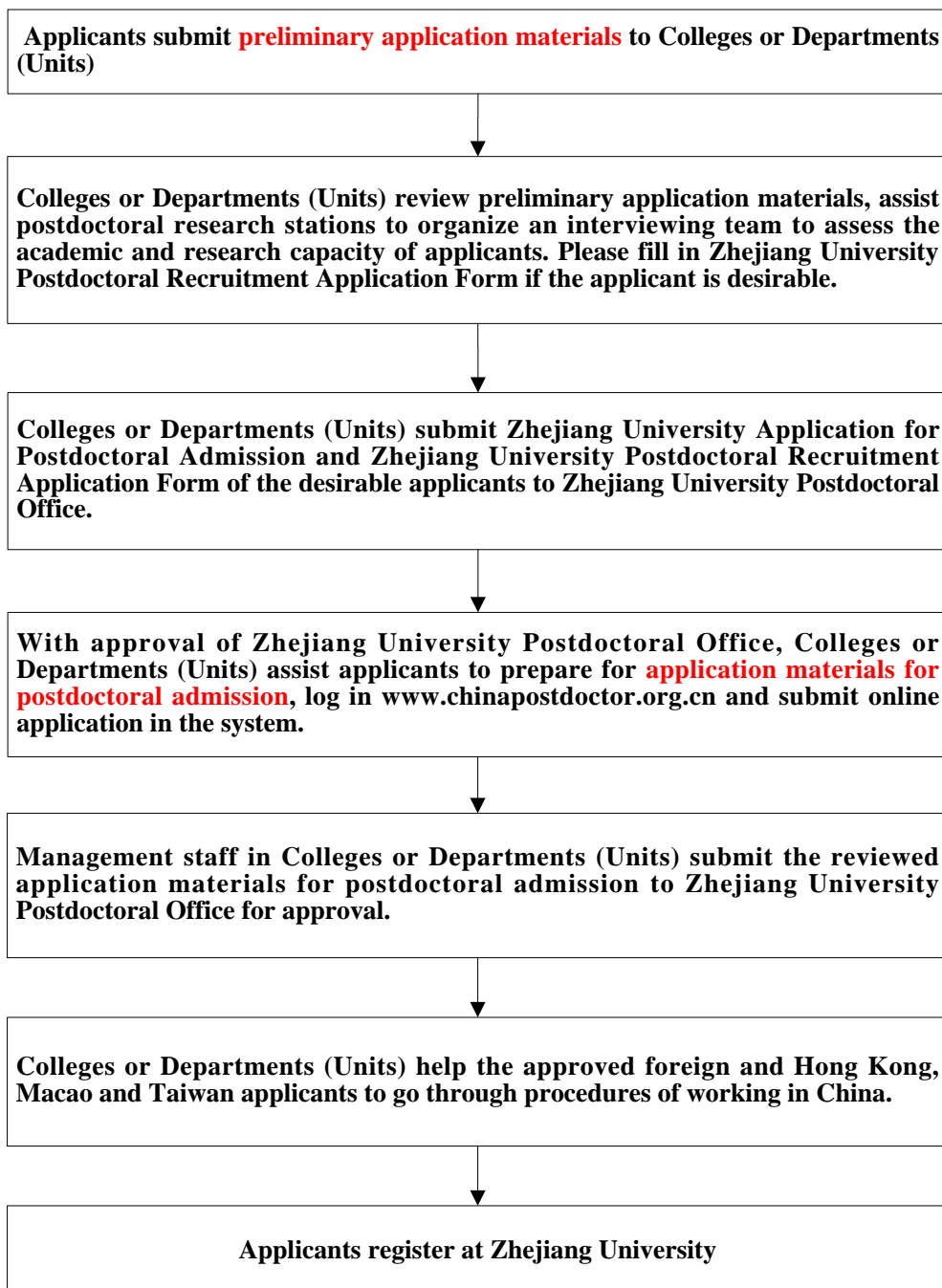
浙江大学博士后工作办公室

联系电话：0571-88981423，0571-88981453

Zhejiang University Application and Registration Process for Postdoctoral Admission (For Foreign Applicants)

Foreign postdoctoral applicant's entry into Zhejiang University subjects to personal application, online registration, examination and approval. Besides, foreign applicants are expected to obtain work permits in China. The following is for details.

Part I. Application for Postdoctoral Admission



Preliminary Application Materials:

1	<i>Zhejiang University Brief Application for Postdoctoral Admission</i>
2	Letters of Recommendation (two), one from the applicant's doctoral supervisor
3	A list of academic achievements to prove the applicant's research capacity (academic papers, patents and awards, etc.) and supporting materials, doctorate dissertation.

Application Materials for Postdoctoral Position:

1	<i>Application for Postdoctoral Admission</i> (Applicant may fill in the form first, while Colleges or Departments (Units) help to fill in the form and submit online, and print it)	Bound these materials together in order from 1 to 7. Prepare a set of original copy and two sets of photocopies.
2	Letters of Recommendation (two), one from the applicant's doctoral supervisor	
3	A photocopy of doctorate degree certificate. If the applicant has not attained a doctorate degree, please provide degree defense resolution and evidence of approval of granting a degree from Graduate School	
4	A photocopy of passport	
5	<i>Assessment Feedback Form from Academic Sector of Post-doctoral Research Station</i>	
6	<i>Zhejiang University Postdoctoral Recruitment Application Form</i>	
7	<i>Review Form for Postdoctoral Position Application</i>	
8	<i>Contract of Employment for Foreign Postdoctoral Researchers</i>	Four original copies in Chinese and English versions separately.
9	<i>Contract of Employment for Postdoctoral Researchers</i>	Four original copies
10	Authentication of doctorate degree certificate issued by the Chinese embassy (submit to Zhejiang University Postdoctoral Office within six months after registration)	

Part II Applying for Work Permits for Foreigners to Work in China

2.1 Materials and procedures

1、A set of application materials for postdoctoral position and a copy of *Contract of Employment for Foreign Postdoctoral Researchers* (provided by Zhejiang University Postdoctoral Office, Address: Room 104-8, East Building 3, Zijingang Campus)

2、For other materials and the procedures applying for Foreigner's Work Permit and Residence Permit, please refer to the International Relations Office website: Zhejiang University Long-term Work Permit Procedures for Foreign Experts.

Part III Registration Procedures in Zhejiang University

3.1 Materials

1	Original copy and a photocopy of Foreign Experts' Work Permit
2	A photocopy of visa page
3	Original copy of doctorate degree certificate (If the applicant obtained doctoral degree in a foreign country, he/she needs to provide an academic degree accreditation issued by Chinese embassies or consulates)
4	3 photos (1-inch recent positive color photos on white background)
5	If you expect accommodation at ZJU, please prepare a deposit of 1,000 yuan.

3.2 Registration Process

10 days before postdoctoral researcher's arrival, his/her cooperative supervisor may arrange a student assistant to log in Zhejiang University Faculty Accommodation Service Platform and rent an apartment (please refer to postdoctoral office for the job number) for him/her, as well as log in Zhejiang University Human Resources platform <http://ehr.zju.edu.cn> to complete personal information and submit as required. If the personal information is not filled and submitted as required, registration would be hindered.

Please get a health certificate at Zhejiang International Travel Health Care Center (No.2 Wensan Road; Office Hour: 8:00 am-10.30 am, Mon-Fri; Tel: 0571-87852410,87852407,87852408). You need take with you the passport, 4 photos (2-inch positive bareheaded color photos on white background). Bring your Health Certificate if you have taken physical examination in your home country.

Accompanying family members are expected to provide: copies of valid passports and visas, 4 photos (2-inch positive bareheaded color photos on white background), copies of health certificates (juveniles under 18 years old do not have to provide health certificates).

Please bring your registration materials to Zhejiang University Postdoctor office (Room 104-8, Building No. 3, Zijingang Campus) to go over relevant procedures.

Please bring your passport, doctorate degree certificate and health certificate to collect a registration notice at Zhejiang University Administrative Services Hall (at personnel counter, first floor of the Nanometer Building) and go over relevant procedures.

Please report to the personnel sector of the corresponding College or Department (unit) with registration notice issued by personnel Counter at Administrative Services Hall.

Personnel Counter: to get an employee card and Zhejiang University badge; to choose a payroll bank; to collect a registration notice for reporting to personnel sector of Colleges or Departments (Units)

Campus Card Counter: to get a campus card

Properties Counter: to go through rental procedures with your passport and *Contract of Employment for Postdoctoral Researchers*

Health care Counter: employees' medical insurance (2 copies of passport and 2 1-inch color photos on white background) required

Part IV Others

1. If you forget to submit a photocopy of your doctorate degree certificate during registration, you are expected to provide it within 6 months after your arrival in ZJU to Postdoctoral Office.
2. If there are any changes in home/work phone numbers and email address listed in the application, please inform of changes in time through email (bohouban@zju.edu.cn) to ZJU Postdoctoral Office.
3. Please check Zhejiang University Postdoctoral website at <http://hr.zju.edu.cn/postdoctor/> for more updates.

Zhejiang University Postdoctoral Office

Tel: 0571-88981423, 0571-88981453