Onboarding Guide for International Postdoctoral Researchers 外籍博士后入职指南

Application and Registration Process 外籍博士后进站报到流程图

https://hr.cumt.edu.cn/info/1038/3221.htm

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Required Documents for Each Step and Special Notes 每个环节所需材料及注意事项

Procedures	Required Documents	Special Notes
Step I: Postdoctoral Application	D1: Preliminary Application Documents 01 Registration Form for New Postdoctoral Researchers 02 Comprehensive Assessment Form for Prospective Foreign Postdoctoral Researchers	One letter of recommendation from the doctoral supervisor and one from the postdoctoral supervisor, respectively. Supporting documents should be submitted at the same time. If your degree is granted by universities overseas, you need to provide One color copy of Overseas Academic Credential Evaluation Report issued by the Chinese Service Center for Scholarly Exchange (CSCSE) or by a Chinese embassy and consulate abroad; You may apply online (https://zwfw.cscse.edu.cn/ 教育部留学服务中心网上服务大厅) for Overseas Academic Credential Evaluation Report for degrees you have got overseas.It may take about 10-20 working days or longer time to get it. Without Overseas Academic Credential Evaluation Report, you cannot apply for entry registration on the China postdoctoral system.
Step II-1: Applying for Work Permit and Resident Permit	D2: Instructions for Z VISA （Work visa） Application 01 For the proposed appointee currently in China;	1. If you are now in China, Please undergo a physical examination at International Travel Health Care Center at local city, and submit the health check report valid for 6 months. 2. With help of the Postdoctoral Administration Office, you may sign a Prospective Employment Contract, which is solely for the application of work permit and residence permit. A formal employment contract will be signed upon registration. 3. After you submit all the required documents, the international office will process the application of work permit and residence permit. It will take 4-6 weeks to get the work permit, then you can apply for a residence permit.
Step II-2: Applying for Work Visa, Work Permit and Resident Permit	D2: Instructions for Z VISA （Work visa） Application 02 For the proposed appointee currently overseas	1. If you are currently overseas, please sign the letter of commitment for the health check (Attachment1) . You may undergo a physical examination after entering China. 2. With help of the Postdoctoral Administration Office, you may sign a Prospective Employment Contract, which is solely for the application of work permit and residence permit. A formal employment contract will be signed upon registration.

Procedures	Required Documents	Special Notes
		3. After you submit all the required documents, the international office will process and send you an electronic Notification letter of foreigner’s work permit. 4. After receiving the Notification letter of foreigner’s work permit, please contact Chinese embassy in your country for other materials needed and arrange Z visa application and book airfare to China. 5. After you enter China with your Z visa（which is only valid for 30 days）, you need to get your Foreigner’s work permit and Resident Permit within Z Visa validity (30 days). SO PLEASE CONTACT US AS SOON AS YOU ARRIVE XUZHOU, INTERNATIONAL OFFICE WILL HELP YOU TO GET THEM.
Step II-3: Living Address Registration	**Living address registration:** Send your address, phone number, a picture of visa and entry stamp to the International Office, which will complete the formalities on your behalf.	As a foreigner, you need to do a living address registration within 24 hours when you arrive at Xuzhou. Please refer to the attachment: To-do list after arriving at Xuzhou city.
Step Ⅲ: Obtaining Postdoctoral Registration Certificate	D3: Entry Review Form	Please prepare two copies of entry review form. Upon stamping by the Postdoctoral Administration Office, upload the document to the China Postdoctoral Online Office System and submit the postdoctoral admission application. Website of the China Postdoctoral Online Office System: https://www.chinapostdoctor.org.cn/auth/login.html Important Note: When registering in the system for check-in, foreign postdoctoral researchers must use their English names exactly as shown on the passport, in ALL CAPITAL LETTERS (Givenname [space] Surname). Please double check the information about your name and name of supervisor before submitting application, because they can’t be changed once you complete admission registration procedures.
Step Ⅳ:	D4: Employment Contract	Please prepare three copies of employment contract, with supervisor’s signature, leaving the contract period blank. Together with other documents listed in the

Procedures	Required Documents	Special Notes
Onboarding Check-in Procedures		Checklist of Onboarding Materials for Foreign Postdoctoral Researchers.Check-in must be completed in person. Please bring the original copy of your valid identity documents including passport and academic and degree certificates to the Postdoctoral Administration Office for official onboarding check-in.

Points for Attention 注意事项:

I. On Postdoctoral Admission

一、关于进站

Website of the China Postdoctoral Online Office System:

https://www.chinapostdoctor.org.cn/auth/login.html

Google Chrome is recommended. 360 Browser (Speed Mode) and Microsoft Edge (or its IE mode) are also acceptable. For detailed procedures, please refer to the attached Guidelines for Completing Information on the China Postdoctoral Online Office System. You need to register online and fill in the information. You shall ensure the authenticity of all submitted information and bear corresponding liabilities.

Important Note: When registering in the system for check-in, foreign postdoctoral researchers must use their English names exactly as shown on the passport, in ALL CAPITAL LETTERS (Givenname [space] Surname). Please double check the information about your name and name of supervisor before submitting application, because they can't be changed once you complete admission registration procedures.

You will receive a short message containing a six-digit number issued by the National Postdoctoral Management Committee, which indicates that your admission formalities have been completed.

中国博士后网上办公系统网址：

https://www.chinapostdoctor.org.cn/auth/login.html

推荐使用 Google Chrome 浏览器，也可使用 360 浏览器（极速模式）、Microsoft Edge 浏览器（或 IE 兼容模式）。具体步骤参考附件《中国博士后网上办公系统填写指南》。网上注册填报信息，个人一定要保证所填写内容的真实性，并自负责任。

特别注意：外籍博士后注册报到系统，英文名一定要与护照上的一致，全大写（Givenname+空格+Surname）。

收到全国博管会 6 位数编号的短信表示完成进站手续。

II. On Check-in for Onboarding

二、关于入职报到

Check-in must be completed in person. Please bring the original copy of your valid identity documents including passport and academic and degree certificates to the Postdoctoral Administration Office for official onboarding check-in.

报到必须本人亲自办理。携带本人有效证件原件（护照和学历学位证原件），到博管办正式入职报到。

III. On Salary Commencement

三、关于起薪

工资从入职当天开始算，本月入职，次月收到工资（补发入职当月工资），以后每月 12 号左右收到当月工资。收到工资后才能在财务系统查到个人财务编号。为了保证次月收到工资，没有本国银行卡的人员入职后需要尽快办理银行卡。请准备好以下材料原件和彩印件一式一份：护照、签证、聘用合同和居

住证明，到本国任何一家银行（例如：中国银行或者工商银行，建设银行，伊朗籍人员建议使用江苏银行）办理银行卡。

Salary commences on the date of onboarding. If you complete check-in in the current month, you will receive the payment in the following month (including the back pay for the month of check-in). Afterwards, the monthly salary will be issued around the 12th of each month. Your personal finance ID will be available in the finance system only after your first salary is paid. To ensure salary payment in the following month, postdoctoral researchers without a Chinese bank card must apply for one promptly after onboarding. Please prepare the original documents and one colour copy of each of the following documents: passport, visa, employment contract and residence certificate. You may go to any Chinese bank (e.g., Bank of China, Industrial and Commercial Bank of China, China Construction Bank; for Iranian nationals, Jiangsu Bank is recommended) to open a bank account.

IV. On Social Security Card

四、关于社保卡

你入职后，我们统一为你办理社保。但是需要自己领取社保卡，以便于就医购药等。

1. 申请电子社保卡

自 2024 年 12 月 1 日起，外国人工作许可证与社保卡融合集成，入境后无需再办实体工作许可证，直接下载“电子社保卡”App 即可领取加载工作许可信息的电子社保卡。取得工作许可后，可使用工作许可号码，并按《Manual for Foreigners》的步骤注册、领取电子社保卡。注意：采集信息的时候姓名和护照姓名顺序保持一致。否则将无法申报江苏省卓越博士后项目。

2. 如有需要可以申请实体卡

电子社保卡领好后，如需实体卡（如用于就医购药、金融存取款等），可在入职两个月后携带本人护照原件前往指定银行网点现场申领。办理方式：到支持外国人办卡的服务银行网点现场办理，部分银行支持即时制卡立等可取，普通制卡一般需 12 个工作日。或者通过“徐州人社公共服务”微信公众号，进入公众号后可在线办理社保卡的申领、补卡、换卡等业务，并通过快递方式领取本人社保卡。本人也可持护照或

外国人永久居留身份证前往徐州市人力资源服务中心现场办理本人社保卡业务，地址：泰山路 52 号中关村信息谷文化创意园 1 号楼 2 层泉山区政务服务中心，咨询电话：0516-83865828。

After you complete onboarding, we will apply for social insurance for you collectively. You will need to collect your social security card for medical treatment, medicine purchase and other purposes.

1. Apply for an electronic social security card

Since December 1, 2024, the Foreigner Work Permit has been integrated into the social security card. You are no longer required to apply for a physical Foreigner Work Permit upon entry. Instead, you may download the Electronic Social Security Card App to obtain the electronic social security card embedded with your work permit information. After you get your Work Permit, you may use your Work Permit Number and follow the steps in Manual for Foreigners to register and obtain your Electronic Social Security Card.

Important note: The name provided during information collection must match the name on your passport in the same order. Failure to do so will render you ineligible to apply for the Jiangsu Outstanding Postdoctoral Program.

2. Apply for a physical social security card if necessary

Once you have obtained your electronic social security card, if you need a physical card (for medical care, medicine purchase, financial deposit and withdrawal, etc.), you may apply in person at designated bank outlets with your original passport two months after onboarding.

Application Methods

1). Apply in person at bank outlets that provide social security card services for foreigners. Some banks offer instant card issuance (card available on the spot). Standard card processing normally takes 12 working days.

2). Submit your application online via the WeChat official account Xuzhou Human Resources and Social Security Public Service. Within the official account, you can apply for the issuance, replacement and renewal of your social security card, and receive the card by courier.

3). You may also handle social security card services in person at the Xuzhou Human Resources Service Center by presenting your passport or Foreign Permanent Resident ID Card.

Address: Quanshan District Government Service Center, 2nd Floor, Building 1, Zhongguancun Information Valley Cultural and Creative Park, No. 52 Taishan Road. Enquiry Hotline: 0516-83865828