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| **上海科技大学招收外籍博士后签证入华及进站审批流程图**  **Foreign Post-doctor Recruitment，Visa Applying & Approval Chart**  研究组提交以下材料到人力资源处：  1、博士学位证书公证件  2、博士生所学课程成绩单公证件  3、两名教授推荐信  4、个人简历 和护照复印件  5、个人信息表（由人力资源处提供）  Submitting the following documents to HR Dep.   1. Notarial certificate of the post-doc. Degree 2. Notarial certificate of the post-doc transcript 3. Two reference letters 4. CV & passport photocopy 5. Basic information form(provided by HR Dep.) |
| 合作导师提交《上海科技大学合作导师招收博士后人员申请表》、《博士后科研流动站设站单位学术部门考核意见表》The tutor submit the 《Post-doctor Recruitment Application Form》& 《Postdoctoral Scientific Research Station Academic Evaluation Form》  合作导师组织专家组对博士后申请人进行面试评审，提出评价意见，确定拟招收博士后人选  The tutor will organize an expert group to interview the candidates, giving the evaluations, deciding the qualified candidate |

中科院合作院所批复通过后，申请人按照要求准备纸质材料和相关附件材料，并提交人力资源处吴晓俐（[wuxl@shanghaitech.edu.cn](mailto:wuxl@shanghaitech.edu.cn)）

After getting the approval from the CAS’s cooperated school or research center, please prepare and submit the required materials and docs to HR Dep.

申请人获得外国留学人员来华签证批件和录取通知书后，前往中国驻外大使馆办理签证。After the candidate gets the approval of visa application for study in China and the offer, he/she go to apply for visa.

国际合作处提交上报

上海市教委和外专局，

获批后出具外国留学生录取通知

Issuing offer when the international cooperation dep. gets the approval from Shanghai Municipal Education Office.

(10 working days)

博士后申请人员登录全国博士后交互式网上办公系统（www.chinapostdoctor.org.cn），进行网上申报(详见网上申请说明)

The candidates submit the online application on [www.cinapostdoctor.org.cn](http://www.cinapostdoctor.org.cn) (please read the instructions on line)

中科院合作院所审核进站材料，经院所领导同意后报上海市博士后管理办公室审批

（一般上报后5个工作日内批复）The school/research center will evaluate all the docs and submit to Shanghai Postdoctoral Management Office for examining and approval(5 working days)

经上海市博管办批准进站的博士后到学校人力资源处办理入职手续

After getting the approval from the Management Office, the post-doctor can take entry station procedures in HR Dep.

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Contact：Wenhuan Liu

20685210/54201356

研究组提交材料到国际合作处：

1、外国留学人员来华签证申请表（由国际合作处提供）

备注：外籍博士后签证入华需要以高级进修生名义申请

Submitting the following docs to International Cooperation Dep.

1. VISA application for study in China (provided by International Cooperation Dep.)