境外新聘外教工作手续材料清单

（办理外国人来华工作许可通知）

List for Notification Letter of Work Permit Application

1. 简历；内容包括：带起止日期的教育背景和工作经历（年-月）、婚姻状况、中文水平、邮箱地址、电话号码，拟申请签证使领馆名称等

**C.V.** Including education background and work experience with starting and ending date (year - month), Chinese language proficiency, marital status, e-mail address, phone number, which embassy or consulate for visa application, etc.

1. 护照

护照个人信息页扫面件

**Scanned Passport**

Personal information page of passport

1. 白底证件照（彩色、免冠、正面、清晰，JPG格式）

**Digital Identification Photo**

A recent clear, bareheaded identification photo with white background (JPG format)

1. 推荐信/工作资历证明；应证明申请人本科毕业后具有至少两年全职的相关语言教学或相关工作经验，包含职位描述，工作时间段等，需原工作单位加盖公章或负责人签字，并留有证明联系人有效联系电话或电子邮件

若语言教学经验或相关工作经验少于两年，则需提供**教师资格证书**或（限英语类教师）**TEFL证书/TESOL证书**认证件等材料

**Recommendation letter/ Certificate of employment**

To prove that the applicant has at least 2-year full-time related language teaching experience or other related work experience after bachelor graduation, including the description of the position and its duration, etc. The letter or certificate should be stamped with official seal or signed by the person in charge, and with valid contact phone number or E-mail.

**or Teaching qualification certificate / Authenticated TEFL/TESOL certificate (for English teachers only)**

In the case of language teaching experience or related work experience less than 2 years, the applicant needs to provide teaching qualification certificate or (for English teachers only) Authenticated TEFL/TESOL certificate, etc.

1. 最高学位（学历）：1. 最高学位（学历）证书在国外获得的，需经我国驻外使、领馆或由申请人获得学位（学历）所在国驻华使、领馆认证；2. 最高学位（学历）证书在中国境内获得的，则无需认证

**Diploma of highest academic degree**

1. Diploma awarded by foreign university should be verified by Chinese embassy/consulate in the country which the diploma awarded or the embassy /consulate of that country in China

B. Diploma awarded by Chinese university doesn’t need authentication

1. 无犯罪记录证明（签发时间在六个月内）

由本人国籍国开具，经我驻该国使、领馆或申请人国籍所在国驻华使、领馆认证

**Non-criminal record certificate（issue date within 6 months）**

It should be issued by the nationality state of the applicant, and verified by the embassy/consulate of China in that country or the embassy/consulate of that country in China

1. 体检（签发时间在六个月内）

中国检验检疫机构或经中国检验检疫机构认可的卫生医疗机构出具的境外人员体检证明

**Physical examination record for foreigner** **（issue date within 6 months）**

Issued by ChinaInspectionandQuarantine or other authorized institution by CIQ

1. 外籍随行家属相关证明材料；护照、家庭关系证明认证件（结婚证书、子女出生证明）、体检报告（十八岁以上）以及电子照片等

**Documents for Foreign Accompanying Family Members**

Scanned copy of passport, authenticated certificate of family relationship (marriage certificate, birth certificate of children), physical examination (family members who are over 18), digital photos, etc.

**Note:**

1. **Please ensure the validity of materials.**

**2. If the document is in PDF format, the size of a single document must not exceed 1 MB while ensuring the clarity of the document.**

**3. Please provide Chinese translations of materials No. 1, 4, 5, 6, 8.**

1. 请注意材料的时效性。

2. 如材料的格式为PDF，请在保证材料清晰度的同时，提交的单个文件大小不得超过1M。

3. 材料1, 4, 5, 6, 8需要中文译本，包括材料原件和认证件。