

## **Checklist for working permit application for foreign teachers**

1. Relevant working experiences statement, or reference letters, issued by the applicant's latest employment company, including position, working time duration, working contents or projects involved, with the signature signed by the responsible person in charge and official stamps from the employed company.
2. Applicant's highest degree certificate, it needs to be authenticated by the Chinese Embassy or Consulate located in the applicant's local country, or authenticated by the Chinese Embassy or Consulate located in the certificate issue country, or the official authentication authorities in China.
3. Non-criminal records issued by the local police station, security office or local court in the applicants' country of nationality or frequently dwelling place, and it needs to be authenticated by the Chinese Embassy or Consulate located in the applicant's local country, or foreign embassies and consulates in China.
4. Health check certificate. The applicants need to do the health check in the inspection and quarantine organization in China, or the foreign health check centers such as hospital, inspection and quarantine organization which have been accepted by the

Inspection and quarantine organization of China. The health check records should be within 6 months validation.

5. Employment contract (Chinese and English version, Chinese version is essential) The contract should be signed by both parties and officially stamped.

6. Passport valid at least more than 6 months.

7. An official passport photo (electronic version) taken within 6 month. With white background, clear image, jpg. format between 40k-120k.

8. Spouse or relatives information provided if they confirm the entry by the same time with the applicant. Ask more details if you have any concerns by contacting the Foreign Affairs Division of the International Cooperation Office.

9. Other materials.