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| List of materials for Foreign Teachers In China    Notes :the items in red colour need to provide by QNU university;  the items in black colour need to provide by Foreign Teachers; | | | | | |
| No. | List of materials | Original/  Copy | Copies | Print edition/Electronic edition | Requests |
| 1 | Foreigners Application for Employment Authorization to work in China | Paper / Electronic | 1 Original 1 Copy | Paper / Electronic | Fill online and print, then sign (On copies or fax). Sealed by the employing unit’s seal or the Unit’s authorized department’s seal. |
| 2 | Certification of one job  ( the Letter of recommendation is still ok) | Original | 1 | Paper / Electronic | The working certification shown by one work units that the applicant used to work at and which need to reveal the relating position, working time and the projects done before. The certification need to be sealed by the former working unit or the signature of the responsible officer and the e-mails and the telephone number of the officer are also needed. |
| 3 | Certificate of highest degree (diploma) | Original | 1 | Paper / Electronic | If the highest degree (diploma) was issued from abroad, it needs the authentication of Chinese embassies or consulates or the embassies or consulates in the country where the applicant got the degree (diploma). If the degree (diploma) was issued by the universities in Hong Kong, Macao Special Administrative Region and Taiwan  Bay Area, it should be notarized by the area’s notary organs or be authenticated by the Chinese diploma’s certification body.  If the highest degree (diploma) was issued in China, the applicant only need to offer the original of the degree (diploma). |
| 4 | Relevant approval documents  or  Professional qualification certificate | Original | 1 | Paper / Electronic | According to Chinese laws and regulations, these certificates should be under the approval of the department in charge of the industry. Or if the applicant has corresponding admittance class’s vocational qualification, the applicant should offer the department’s corresponding document. Without relevant regulations’ requests, the above-mentioned material is not wanted. According to the appendix Ⅱ, Classification Standard for Foreigners to Work in China, the applicant who awarded B class foreign language teaching certificate and has took the job less than 2 years shall provide the educational class, language class or normal class bachelor diploma or higher ones. Or to offer the Teacher Certification in the applicant’s country or offer International language teaching certificate or TEFL certificate which could be accepted by the State Administration of Foreign Experts Affairs, etc. |
| 5 | No criminal certificate | Original | 1 | Paper / Electronic | Issued by applicant’s country or the habitual residence’s police, security department or court, the certificates shall be under the approval of Chinese embassies and consulates or the foreign embassies and consulates in China.  If the no criminal certificate was issued in Hong Kong Macao Special Administrative Region and Taiwan  Bay Area, the certificate should be notarized by the area’s notary office.  Habitual residence refers to the country (exclusive of Chinese territory) or the region where the applicant has lived for recent years (no less than one year) upon his leaving of state of nationality. The issuing date of no criminal certificate shall be within last 6 months. |
| 6 | physical examination record(the form will be attached ) | Original | 1 | Paper / Electronic | Before coming to China, she or he should provide Foreigner physical examination record or form issued by CIQ (China Inspection and Quarantine) within last 6 months. Any certificate issued by the overseas medical institutions approved CIQ (the name can be found on the website of Chinese embassies in your country)will do.  After arrived in China, he or she should take physical examination China Inspection and Quarantine |
| 7 | Applicant’s passport or international travel documents | Original | 1 | Paper / Electronic | Passport or international travel document’s information page |
| 8 | A recent bareheaded, full-faced photo of the applicant | Original | 1 | Electronic | Recent bareheaded electronic photos, white background, no borders, facial features intact, clear image, no spots, defects, ink defects. JPG format, the size of 40K-120k bytes, not less than 354 (wide) \*472 (high) pixels, not more than 420 (wide) \*560 (high) pixels, the true color of 24. |
| 9 | Certificates of accompanying family members | Original | 1 | Paper / Electronic | Including the accompanying family passport (or international travel document) information page, proof of family relationship (spouse - marriage certificate, child - child birth certificate or adoption certificate, parent or spouse parent - applicant birth certificate or marriage certificate or notarized certificate), medical report (Family members over 18 years of age) and electronic photos. |
| 10 | Employment contract or proof of employment (dispatch letter of the multinational company included) | Original | 1 | Paper / Electronic | The Contract in Chinese submitted by the applicant shall be affixed with company’s official seal and applicant’s signature with no alterations. The integrity model employer unit which was approved by the institution (without bad credit record for three consecutive years) shall provide documents of appointment, if fails to provide employment contract upon entry. The employment contract submitted shall be in consistent with the former when he applies for the People's Republic of China alien work permit. He would have to reapply if fails to fulfill the above-mentioned requests (Expect for the pay-rising or promotion of position). |
| 11 | Other materials (Qualification certificate of language education) | Original | 1 | Paper / Electronic | The country’s teacher qualification certificate or the International language teaching certificate or the TEFL certificate being accepted by the State Administration of Foreign Experts Affairs. The Chinese version document is needed to affix the employing unit’s official’s seal. |