

外国人来华工作许可 服务手册

中英文版本



东莞市科学技术局
东莞市科技人才服务中心
2025年4月

目 录

第一部分 常见外国人来华工作分类标准(简易版)	1-5 页
一、外国高端人才(A类)	1 页
二、外国专业人才(B类)	2 页
第二部分 外国人来华工作许可流程指引	6 页
第三部分 单位注册和变更	7-8 页
一、单位注册	7 页
二、单位信息变更	8 页
第四部分 所需材料	9-14 页
一、境外申请外国人来华工作许可证	9 页
二、境内申请外国人来华工作许可证	10 页
三、申请外国人来华工作许可 90 日以下含 90 日	12 页
四、外国人来华工作许可延期	13 页
五、外国人来华工作许可变更	13 页
六、外国人来华工作许可注销	14 页
七、换发电子证照	14 页
第五部分 注意事项	15-17 页
第六部分 常用模板	18-22 页
英文版	24-54 页

第一部分 常见外国人来华工作分类标准(简易版)

一、外国高端人才（A 类）

（一）入选国内人才引进计划的

经中共中央组织部、人力资源社会保障部、国家外国专家局批准或备案同意的副省级以上人才主管部门认定的人才引进计划的入选者。

（二）符合国际公认的专业成就认定标准的

10. 曾任世界500强企业总部高层管理职位和技术研发主要成员、二级公司或地区总部副总经理以上管理职位、技术研发负责人。（以美国《财富》杂志上一年度评选的“全球最大500家公司”为准）

（三）符合市场导向的鼓励类岗位需求的外国人才

1. 中央所属企业及二级子公司、世界 500 强企业全球或地区总部、国家高新技术企业（省级以上科技部门认定）、大型企业（认定标准详见本册第4页附件1）聘用的具有高级管理或技术职务的人员。

2. 在国家认定的企业工程研究中心（发展改革部门认定）、工程实验室（发展改革部门认定）、工程技术研究中心（科技部门认定）、企业技术中心（经信部门认定）及地方技术创新服务平台（科技部门认定）工作的具有高级管理或技术职务的人员。

3. 国内外中型企业（认定标准详见本册第4页附件1）聘用的具有高级管理或技术职务的人员或符合《外商投资产业指导目录》鼓励类产业条目和《中西部地区外商投资优势产业目录》条目的小型外商投资企业聘请的董事长、法定代表人、总经理或首席技术专家。

4. 受聘担任高等院校、科研机构高层以上管理职务或副教授、副

研究员及职业院校聘任的高级讲师、高级实习指导教师等副高级以上专业技术职务的人员。

8. 国家级、省级运动队或俱乐部聘请的主力运动员、主教练或教练组核心成员。

9. 平均工资收入不低于本地区上年度社会平均工资收入6倍的外籍人才。

（五）优秀青年人才

40 岁以下在国（境）外高水平大学或中国境内高校从事博士后研究的青年人才。

二、外国专业人才（B 类）

（一）具有学士及以上学位和 2 年及以上相关工作经历的外国专业人才。符合以下条款规定之一的：

1. 在教育、科研、新闻、出版、文化、艺术、卫生、体育等特殊领域从事科研、教学、管理等工作的管理人员或专业技术人员。（教育行业的非语言教师选择此类，所教授科目与所学专业及提供的工作资历证明必须一致）

4. 跨国公司派遣的中层以上雇员、外国企业常驻中国代表机构的首席代表和代表。

5. 各类企业、事业单位、社会组织等聘用的外国管理人员或专业技术人员。

（三）外国语言教学人员

外国语言教学人员原则上应该从事其母语国母语教学（母语为英语的国家和地区，详见本册第4页附件2），并取得大学学士及以上学位且具有2年以上语言教育工作经历。其中，取得教育类、语言类或师范类学士及以上学位的，或取得所在国教师资格证书或取得符合要求的国际语言教学证书的，可免除

工作经历要求。

（四）平均工资收入不低于本地区上年度社会平均工资收入4倍的外籍人才

（六）计点积分在60分以上的专业人才。（计分表详见本册第5页附件3）

注：以上简易版分类标准为东莞申请外国人来华工作许可较多的类别，完整版分类标准可在外国人来华工作管理服务系统中[查看](#)

相关附件： 附件1：大中型企业认定标准

附件2：母语为英语的国家和地区

附件3：计分表

附件1：大中型企业认定标准

行业名称	指标名称	计量单位	大型	中型	小型	微型
农、林、牧、渔业	营业收入(Y)	万元	$Y \geq 20000$	$500 \leq Y < 20000$	$50 \leq Y < 500$	$Y < 50$
工业	从业人员(X)	人	$X \geq 1000$	$300 \leq X < 1000$	$20 \leq X < 300$	$X < 20$
	营业收入(Y)	万元	$Y \geq 40000$	$2000 \leq Y < 40000$	$300 \leq Y < 2000$	$Y < 300$
建筑业	营业收入(Y)	万元	$Y \geq 80000$	$6000 \leq Y < 80000$	$300 \leq Y < 6000$	$Y < 300$
	资产总额(Z)	万元	$Z \geq 80000$	$5000 \leq Z < 80000$	$300 \leq Z < 5000$	$Z < 300$
批发业	从业人员(X)	人	$X \geq 200$	$20 \leq X < 200$	$5 \leq X < 20$	$X < 5$
	营业收入(Y)	万元	$Y \geq 40000$	$5000 \leq Y < 40000$	$1000 \leq Y < 5000$	$Y < 1000$
零售业	从业人员(X)	人	$X \geq 300$	$50 \leq X < 300$	$10 \leq X < 50$	$X < 10$
	营业收入(Y)	万元	$Y \geq 20000$	$500 \leq Y < 20000$	$100 \leq Y < 500$	$Y < 100$
交通运输业	从业人员(X)	人	$X \geq 1000$	$300 \leq X < 1000$	$20 \leq X < 300$	$X < 20$
	营业收入(Y)	万元	$Y \geq 30000$	$3000 \leq Y < 30000$	$200 \leq Y < 3000$	$Y < 200$
仓储业	从业人员(X)	人	$X \geq 200$	$100 \leq X < 200$	$20 \leq X < 100$	$X < 20$
	营业收入(Y)	万元	$Y \geq 30000$	$1000 \leq Y < 30000$	$100 \leq Y < 1000$	$Y < 100$
邮政业	从业人员(X)	人	$X \geq 1000$	$300 \leq X < 1000$	$20 \leq X < 300$	$X < 20$
	营业收入(Y)	万元	$Y \geq 30000$	$2000 \leq Y < 30000$	$100 \leq Y < 2000$	$Y < 100$
住宿业	从业人员(X)	人	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	营业收入(Y)	万元	$Y \geq 10000$	$2000 \leq Y < 10000$	$100 \leq Y < 2000$	$Y < 100$
餐饮业	从业人员(X)	人	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	营业收入(Y)	万元	$Y \geq 10000$	$2000 \leq Y < 10000$	$100 \leq Y < 2000$	$Y < 100$
信息传输业	从业人员(X)	人	$X \geq 2000$	$100 \leq X < 2000$	$10 \leq X < 100$	$X < 10$
	营业收入(Y)	万元	$Y \geq 100000$	$1000 \leq Y < 100000$	$100 \leq Y < 1000$	$Y < 100$
软件和信息技术服务业	从业人员(X)	人	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	营业收入(Y)	万元	$Y \geq 10000$	$1000 \leq Y < 10000$	$50 \leq Y < 1000$	$Y < 50$
房地产开发经营	营业收入(Y)	万元	$Y \geq 200000$	$1000 \leq Y < 200000$	$100 \leq Y < 1000$	$Y < 100$
	资产总额(Z)	万元	$Z \geq 10000$	$5000 \leq Z < 10000$	$2000 \leq Z < 5000$	$Z < 2000$
物业管理	从业人员(X)	人	$X \geq 1000$	$300 \leq X < 1000$	$100 \leq X < 300$	$X < 100$
	营业收入(Y)	万元	$Y \geq 5000$	$1000 \leq Y < 5000$	$500 \leq Y < 1000$	$Y < 500$
租赁和商务服务业	从业人员(X)	人	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	资产总额(Z)	万元	$Z \geq 120000$	$8000 \leq Z < 120000$	$100 \leq Z < 8000$	$Z < 100$
其他未列明行业	从业人员(X)	人	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$

附件2：母语为英语的国家和地区

12.以英语为母语或第一语言的国家和地区有哪些？

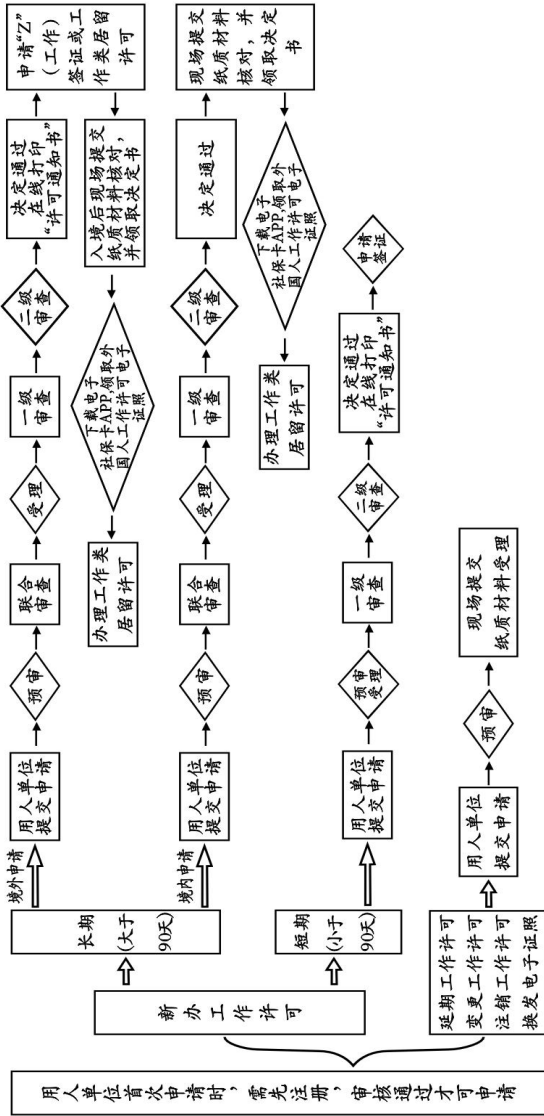
答：阿森松、澳大利亚、百慕大群岛、英属南极领地、英属印度洋领地、加拿大、福克兰群岛（即马尔维纳斯群岛）、直布罗陀、英国格恩西岛、圭亚那（原名英属圭亚那）、爱尔兰、马恩岛（英属爱尔兰海域领地）、泽西岛、新西兰、皮特凯恩群岛、新加坡、南非、塞浦路斯的亚克罗提利与德凯利亚的英属地区、南乔治亚岛和南桑威奇群岛、圣赫勒拿岛、特里斯坦-达库尼亚群岛、英国、美国、美属维京群岛、安提瓜和巴布达、安圭拉、巴哈马群岛、巴巴多斯岛、英属维京群岛、英属开曼群岛、多米尼克、格林纳达、圣文森特和格林纳丁斯、牙买加、蒙特塞拉特岛、圣基茨岛和尼维斯、圣卢西亚、圣文森特、特立尼达和多巴哥、特克斯和凯科斯群岛。

附件3：计分表

积分要素计分赋值表（暂行版）

计分项	标准	得分
直接赋予资格项	入选国内人才引进计划和符合国际公认的专业成就认定标准	—
	符合市场导向的鼓励类岗位标准	—
	创新创业人才和优秀青年人才	—
国内聘用单位支付年薪（万元） 此项最高 20 分	45 及以上	20
	(35,45)	17
	(25,35)	14
	(15,25)	11
	(7,15)	8
	(5,7)	5
	小于 5	0
受教育程度或取得职业技能资格证书等 此项最高 20 分	博士；国际通用最高等级职业技能资格证书或高级技师或相当	20
	硕士；技师或相当	15
	学士；高级工或相当	10
工作年限 此项最高 20 分	超过 2 年的，每增加一年，增加一分	最高 20 分
	2 年	5
	不满两年	0
每年工作时间 此项最高 15 分 单位：月	年工作时间 9 及以上	15
	(6,9)	10
	(3,6)	5
	小于 3	0
汉语水平 此项最高 5 分	曾经具有中国国籍的外国人	5
	取得以汉语为教学语言的学士及以上学位	5
	通过汉语水平考试（HSK）五级或以上	5
	通过汉语水平考试（HSK）四级	4
	通过汉语水平考试（HSK）三级	3
	通过汉语水平考试（HSK）二级	2
工作定向 此项最高 10 分	西部地区	10
	东北地区等老工业基地	10
	国家级贫困县等特别地区	10
年龄（岁） 此项最高 15 分	(18,25)	10
	(26,45)	15
	(46,55)	10
	(56,60)	5
	大于 60	0
毕业于国（境）外高水平大学或有全球 500 强企业任职经验及其他规定条件的 此项最高 5 分	毕业于国（境）外高水平大学	5
	有世界 500 强企业任职经验	5
	具有专利等知识产权的	5
	已连续在华工作年限 5 年及以上的	5
地方鼓励性加分 此项最高 10 分	地方经济社会发展需求紧缺特殊人才 （由省级外国人工作管理部门制定具体标准）	0-10

第二部分：外国人来华工作许可流程指引



备注：1. 所有申请事项网上预审5个工作日，现场提交材料需带上所有材料的原件和复印件。
2. 预审退回时，需重新等待预审。
3. 联合审查属国家部委审查，时间不定，不计入工作许可申请的总天数。

第三部分 单位注册和变更

一、单位注册

用人单位登录全国人力资源和社会保障政务服务平台（12333.gov.cn），选择法人用户注册，按要求填写相关信息，待人社部审核通过（具体操作请以人社部政务服务平台的指引为准），才可以跳转到外国人来华工作管理服务系统，跳转成功后，按系统要求完善单位资料，保存后打印《单位注册信息表》。



人力资源和社会保障政务服务平台首页

（一）附件栏需要上传的资料：

1. 单位合法登记证明（营业执照、外国企业常驻代表机构登记证或民办非企业单位登记证书等）；
2. 《单位信息注册表》（需加盖单位公章）；
3. 法人代表身份证明（如法人代表为中国人，则需身份证

正反面；如法人代表为外国人，则需护照主页；如法人代表为港澳台居民，则需香港澳门台湾通行证正反面）；

4. 行业许可证明文件（企业如有此项才需上传）；

5. 公章授权书（授权使用单位外事、人事或依法刻制的冠以法定名称的劳动合同业务专用章的，需提交公章授权书备案）。

（二）经办人信息栏需要上传的资料：

1. 经办人身份证明正反面（如经办人为中国人，则需身份证正反面；如经办人为外国人，则需护照主页；如经办人为港澳台居民，则需香港澳门台湾通行证正反面）；

2. 经办人委托书（需加盖单位公章，详见本册第18页模板）。

二、单位信息变更

单位信息或经办人信息有变更，在外国人来华工作管理服务系统中右上角设置中选择变更单位信息，填写好变更内容后，附件栏需要上传的资料：

1. 《单位注册信息变更表》（需加盖单位公章）；

2. 变更相应的证明材料。

第四部分 所需材料

一、境外申请外国人来华工作许可证

1. 《外国人来华工作许可申请表》（系统中填写好申请人信息,在线导出申请表,打印后需申请人签名,加盖单位公章）;

2. 申请人体检证明(详见本册第 15 页“注意事项”第 1 项,入境前可采用承诺制,用承诺书代替,承诺书详见本册第 18 页模板);

3. 聘用合同或任职证明(内容需包含来华工作时间、工作地点、工作内容、薪酬、职位、签字盖章,法定代表人或分公司负责人使用营业执照代替,代表处首席代表用登记证代替,一般代表仅能使用任职证明。代表处的首席和一般代表还要上传有效的代表证);

4. 申请人护照或国际旅行证件(需有半年以上有效期);

5. 工作资历证明(详见本册第 15 页“注意事项”第 3 项);

6. 最高学位(学历)证书(详见本册第 15 页和 16 页“注意事项”第 4 项和第 6 项);

7. 无犯罪记录证明(详见本册第 16 页“注意事项”第 5 项和第 6 项);

8. 随行家属资料(家属一起入境才需要上传相关资料,随行家属包括配偶、未年满 18 周岁的子女、父母及配偶父母。随行家属相关证明材料包括随行家属护照(或国际旅行证件)信息页、家属关系证明(配偶-结婚证书,子女-子女出生证明或收养证明、父母或配偶父母-申请人出生证明或结婚证书或公证

证明)、体检报告(18周岁以上家属)以及白底电子照片);

9. A类或B类证明材料(详见本册第16页“注意事项”第7项)。

以下材料为入境后现场提交纸质材料核验时提供,无需上传到系统中,只需要纸质版:

10. 申请人体检证明(入境前用承诺书代替的,入境后才需要提交。详见本册第15页“注意事项”第1项);

11. 申请人所持Z字签证或有效工作类居留许可;

12. 入境签章页。

二、境内申请外国人来华工作许可证

申请事项不同,所需材料不同,具体请参照下表。

事项	所需的材料(下页材料清单中的对应项)
境内(1)持其他签证或有效居留证件已入境的外国高端人才(A类)	1、2、3、4、5、7、8、9、12、14、15
境内(2)在华工作的外国人变换用人单位,但工作岗位(职业)未变动,且工作类居留许可在有效期内的	1、2、3、4、6、7、10、12、15
境内(3)中国公民的外籍配偶或子女、在华永久居留或工作的外国人的配偶或子女,持有效签证或在有效期内的居留许可的	1、2、3、4、5、7、8、9、11、12、15
境内(5)用人单位符合享有我国跨国公司在华地区总部相关优惠政策的	1、2、3、4、5、7、8、9、12、15
境内(6)企业集团内部人员流动的	1、2、3、4、5、7、8、9、12、15

境内（7）执行政府间协议或协作的	1、2、3、4、5、7、 8、9、13、15
境内（8）已持工作签证依法入境的驻华机构代表人员；已获得来华工作 90 日以下的外国人来华工作许可的，在其停留有效期内，被境内用人单位依法聘用的	1、2、3、4、5、7、 8、9、12、15
境内（9）其他审批机构认定符合条件的	1、2、3、4、5、7、 8、9、12、15
境内（10）持 R 字签证申请工作许可	1、2、3、4、15、16

境内申请外国人工作许可证材料清单

1. 《外国人来华工作许可申请表》（系统中填写好申请人信息，在线导出申请表，打印后需申请人签名，加盖单位公章）；
2. 申请人体检证明（详见本册第 15 页“注意事项”第 1 项）；
3. 聘用合同或任职证明（内容需包含来华工作时间、工作地点、工作内容、薪酬、职位、签字盖章。普通公司用劳动合同，法定代表人或分公司负责人使用营业执照代替；代表处的首席代表用登记证代替，一般代表仅能使用任职证明；代表处的首席和一般代表还要上传有效的代表证）；
4. 申请人护照或国际旅行证件（需有半年以上有效期）；
5. 有效签证或有效居留许可
6. 有效工作类居留许可
7. 工作资历证明（详见本册第 15 页“注意事项”第 3 项）；
8. 最高学位（学历）证书（详见本册第 15 页和 16 页“注意事项”第 4 项和第 6 项）；
9. 无犯罪记录证明（详见本册第 16 页“注意事项”第 5 项

和第 6 项)；

10. 注销证明

11. 家属证明（中国公民的外籍配偶或子女，提供结婚证或出生证明；在华永久居留或工作的外国人的配偶或子女，提供永久居留证明或工作许可证和结婚证或出生证明）；

12. A 类或 B 类证明材料（详见本册第 16 页“注意事项”第 7 项）；

13. 协议或协作证明；

14. 最后一次入境签章页；

15. 材料真实性承诺函（详见本册第 21 页模板）；

16. R 字签证页。

三、申请外国人来华工作许可 90 日以下含 90 日

1. 《外国人来华工作许可申请表》（系统中填写好申请人信息，在线导出申请表，打印后需申请人签名，加盖单位公章）；

2. 工作合同、项目合同（合作协议）或邀请单位邀请说明（包括申请人姓名、国籍、工作地点、工作期限、工作内容，并列明所有工作地点和入境次数。用人单位应注明邀请外国人的费用安排，对邀请行为的真实性作出承诺并对被邀请外国人在华费用支付等进行担保）；

3. 申请人护照或国际旅行证件；

4. 无犯罪证明的个人承诺书（需申请人本人签名，加盖单位公章）。

四、外国人来华工作许可延期

1. 《外国人来华工作许可延期申请表》（系统中填写好申请人信息,在线导出申请表,打印后需申请人签名,加盖单位公章）;

2. 聘用合同或任职证明（内容需包含来华工作时间、工作地点、工作内容、薪酬、职位、签字盖章。普通公司用劳动合同,法定代表人或分公司负责人使用营业执照代替;代表处的首席代表用登记证代替,一般代表仅能使用任职证明,代表处的首席和一般代表还要上传有效的代表证）;

3. 申请人护照或国际旅行证件;

4. 护照上有有效的签证;

5. 《外国人工作许可证》（如已经换发电子证照,可不用提交）;

6. A类或B类证明材料（详见本册第16页“注意事项”第7项）。

五、外国人来华工作许可变更

1. 《外国人来华工作许可变更申请表》（系统中填写好申请人信息,在线导出申请表,打印后需申请人签名,加盖单位公章）;

2. 申请变更事项的证明文件;

3. 《外国人工作许可证》（如已经换发电子证照,可不用提交）。

六、外国人来华工作许可注销

1. 《外国人来华工作许可注销申请表》（系统中填写好申请人信息,在线导出申请表,打印后需申请人签名,加盖单位公章）；

2. 聘用关系解除、合同终止或其他与注销原因相关的证明材料（申请人签字并加盖单位公章,详见本册第 21 页模板）；

3. 《外国人工作许可证》（如已经换发电子证照,可不用提交）；

4. 如不能提供申请人签名,请上传公司申请书;

5. 个人所得税纳税清单（用工资条件申请才需要提供此项材料）。

七、换发电子证照

1. 《外国人来华工作许可变更申请表》（系统中填写好申请人信息,在线导出申请表,打印后需申请人签名,加盖单位公章）；

2. 《外国人工作许可证》。

第五部分 注意事项

1. 体检证明是指：由中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，或经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明，签发时间均在6个月内。经中国检验检疫机构认可的境外卫生医疗机构名单，可至当地驻外使领馆网站查询。东莞只有黄埔海关国际旅行卫生保健中心（东莞国境口岸医院），可以做外国人的体检，地址：东莞市南城区建设路9号，电话：22413447。

2. “境外”事项：劳动合同起始时间可在提交申请日期前或后三个月内。“境内”和“延期”等事项：提交的劳动合同必须已经生效。

3. 工作资历证明是由原工作过的单位出具，内容包括：单位名称、职位、工作起止时间或曾经做过的项目，需原工作单位加盖公章（如没有公章，也可负责人签字），并留有证明人有效联系电话或电子邮箱（详见本册第19页模板）。如果由中国境内公司开具，还需上传合法就业凭证（外国人来华工作许可证或工作类居留许可）。外国语言教学人员可用教师资格证或TEFL/ TESOL等国际语言教学资格证书代替工作资历证明。

4. 最高学位（学历）证书在国外获得的，应经我驻外使、领馆或申请人获得学位（学历）所在国驻华使、领馆或我国学历认证机构认证，最高学位（学历）证书在港澳特区和台湾地区获得的，应经我国学历认证机构认证或经所在地区公证机构公证。最高学位（学历）证书在中国境内获得，仅提供学历（学位）证书原件。A类高端人才（除A（五）优秀青年人才）可以

用承诺制代替（详见本册第 19 页模板）。

5. 无犯罪证明应由申请人国籍国或长期居住地（离开国籍国最后连续居住一年以上的国家或地区，不包括在中国境内）的警察、安全、法院等部门出具，并经我驻外使、领馆认证或外国驻华使、领馆认证，且签发时间不超过 6 个月。在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。外交（含外国驻华使领馆）出具的非宣誓性无犯罪记录无需认证。A 类高端人才可以用承诺制代替（详见本册第 20 页模板）。

6. 自 2023 年 11 月 7 日起，学历学位证明、职业资格证明和无犯罪记录证明，仅需办理《取消外国公文书认证要求的公约》缔约国（缔约国名单详见中国外交部官网：https://www.mfa.gov.cn/web/wjbxw_673019/202310/t20231023_11165858.shtml）主管机关签发的附加证明书，无需办理我国领事认证或外国驻华使领馆的领事认证。

7. 常见的 A 类高端人才证明材料有：①国家高新技术企业（省级以上科技部门认定），提供国家高新技术企业证书和单位组织架构图；②大中型企业，需要提供的证明材料：公司近 3 个月内在人力资源和社会保障局缴纳的社会保险人数证明和公司上一年度的《企业所得税年度纳税申报表》（需上传封面页和显示营业收入页，并加盖税局公章和单位公章），以及申请单位的组织架构图；③工资收入不低于本地区上年度社会平均工资收入 6 倍的外籍人才，新办时需提供薪资承诺书（详见本册第 20 页模板），许可证延期和注销申请时需提供近 12 个月的个人所得税纳税证明。

常见的B类专业人才证明材料有：①学位申请新办需提供学士及以上学位证书（经大使馆认证）和2年以上相关工作经历证明，延期不需要再上传学位证明；②工资收入不低于本地区上年度社会平均工资收入4倍的外籍人才，新办需提供薪资承诺书（详见本册第20页模板），许可证延期和注销申请时需提供近12个月的个人所得税纳税证明；③计点积分在60分以上的专业人才需要提交所有积分项的证明材料，延期需要提供个人所得税的纳税证明。

8. 用工资条件申请的工作许可证，延期和注销时需要提供个人所得税的纳税证明，按照申报工资足额纳税，才可以继续延期。

9. 附件中所有提交的材料如为外文，需翻译成中文，可由有资质的翻译公司翻译或用人单位自行翻译并加盖单位公章。

10. 附件中上传的所有材料都要上传彩色原件，可以拍照或彩色扫描上传。

11. 公司可以委托中介机构办理，中介机构应先在系统中注册中介公司资质后，在中介公司的系统中操作，每一条申请记录都要上传一份用人单位委托中介的委托书（详见本册第22页模板）。

12. 来华工作电子社保卡使用指南详见：
<https://www.12333.gov.cn/pdf/wgrlhdzsbksyzn.pdf>。

13. 所有申请事项以最新规定为准，有疑问请致电0769-22835837 东莞市科技人才服务中心。境外人才政策均可在东莞市科学技术局官网中的科技人才服务板块中查询
<http://dgstb.dg.gov.cn/>。

第六部分 常用模板

委 托 书

东莞市××××有限公司现委托本公司××部门员工×××，身份证号码为：××××××××××××××××××，前来办理外国人来华工作许可相关事宜。

东莞市××××有限公司（加盖公章）

2020 年 6 月 2 日

体检证明承诺书

东莞市××××有限公司，成立于××××年××月××日，注册资金××万元，公司位于东莞市××镇××路××号，公司的主要经营范围为××××××××××××××。

兹有本公司人员：姓名：××，护照号码：××××××××××，性别：×，出生年月日：××年××月××日，国籍：××××。

本公司承诺以上人员身体健康，无任何传染性疾病，并承诺待其入境后即刻去口岸医院体检，并提供体检证明。如果体检证明显示该人身体条件不适合来中国工作，本公司愿意依法与其解除劳动关系，并协助其出境。

东莞市××××有限公司（加盖公章）

2020 年 6 月 2 日

工作资历证明

××××于××××年××月××日至××××年××月××日在我公司工作，岗位为××部门××职务，主要负责×××××工作。

如有需要，请联系××××，电话：××××××××（或发送电子邮件至××××××××@××××.com）

××××××公司（加盖公章）

2020年6月2日

学位/学历承诺书

东莞市××××有限公司，成立于××××年××月××日，注册资金××万元，公司位于东莞市××镇××路××号，公司的主要经营范围为×××××××××××。

兹有本公司人员：姓名：××，护照号码：××××××××××，性别：×，出生年月日：××年××月××日，国籍：××××。该人于××××年××月至××××年××月就读××国××××大学××××专业，顺利毕业，并取得了××××学位/学历。

本公司承诺以上信息真实有效，如有不实，我公司将承担相应后果。

东莞市××××有限公司（加盖公章）

2020年6月2日

无犯罪记录承诺书

东莞市××××有限公司，成立于××××年××月××日，注册资金××万元，公司位于东莞市××镇××路××号，公司的主要经营范围为××××××××××××。

兹有本公司人员：姓名：××，护照号码：××××××××，性别：×，出生年月日：××年××月××日，国籍：××××。本公司承诺其在××××国期间爱岗敬业，遵纪守法，无任何犯罪记录。如有不实，我公司将承担相应的后果，依法与其解除劳动关系并配合公安机关将其遣送出境。

东莞市××××有限公司（加盖公章）

2020年6月2日

薪资承诺书

东莞市××××有限公司，成立于××××年××月××日，注册资金××万元，公司位于东莞市××镇××路××号，公司的主要经营范围为××××××××××××。

本公司聘用××（申请人姓名），护照号码：××××××××，性别：×，出生年月日：××年××月××日，国籍：××××，作为××××部门××一职，负责本公司的××××××××工作。

现用工资条件申请A（或B）类的工作许可证，本公司承诺，自申请人拿到工作许可证当月开始，每月按照税前月工资××

××足额在东莞税务机关缴纳个人所得税，延期时提交相应时间段的个人所得税纳税证明。

若违反承诺或做出不实承诺，我司愿意接受审批机构的相关处罚。

东莞市××××有限公司（加盖公章）

2020 年 6 月 2 日

解除劳动关系证明

我公司员工×××，护照号码为：××××××，出生日期为××××年××月××日，于××××年××月××日入职我公司，担任××××一职，工作许可证有效期至××××年××月××日。现因个人原因于××××年××月××日与我公司解除劳动关系，特此证明。

外国人本人签字：

东莞市××××有限公司（加盖公章）

2020 年 6 月 2 日

办理材料真实性承诺函

东莞市××××有限公司，成立于××××年××月××日，注册资金××万元，公司位于东莞市××镇××路××号，公司的主要经营范围为××××××××××××。

我公司承诺在外国人工作许可办理过程中，我单位所提交

的所有外国人工作许可申请材料真实、有效，并承担相应的法律责任。

业务编号			
申请人姓名			
国 籍		护照号码	

特此承诺。

东莞市××××有限公司(加盖公章)

2020 年 6 月 2 日

中介代办委托书

委托人：东莞××有限公司

受委托人：东莞××有限公司（中介公司）

东莞××有限公司需要办理外国人来华工作许可相关事务，现委托东莞××有限公司（中介公司）的××同志办理我司××籍外国人，姓名：××××，护照号码：××××××，申请编号：4419×××××××××××××××的工作许可证。

委托人：东莞××有限公司（盖公章）

受委托人：东莞××有限公司（中介公司）（盖公章）

2020 年 6 月 2 日

机场

东莞城市候机楼（前往广州、深圳、香港机场）

www.dgairport.com

0769-23151111

东莞虎门港澳客运码头（前往香港机场）

www.seasyoung.com

0769-960163

铁路

虎门站（高铁站，位于虎门镇）

接驳地铁 2 号线及穗深城际

东莞南站（高铁站，位于塘厦镇）

东莞站（动车普速混合站，位于石龙镇）

接驳地铁 2 号线

东莞东站（普速一等站，位于常平镇）

可步行至莞穗城际常平东站

常平站（动车站，位于常平镇）

樟木头站（动车站，位于樟木头镇）

广惠城际（城际动车，往惠州、广州、佛山、肇庆）

穗深城际铁路（城际动车，前往广深）

市内交通

东莞地铁（2 号线东莞站至虎门站已开通）

www.dggdjt.com

东莞巴士

www.dgbus.com

东莞通

www.dongguantong.com.cn

Handbook for Foreigner's Work Permit in China
Bilingual Version

Dongguan Municipal Science and Technology Bureau
Dongguan Science and Technology Talent Service Center
APRIL 2025

Contents

Part I: Common Job Classification Criteria for Foreigners in China (Abbreviated Version).....	P26-34
I. Foreign high-end talents (Category A).....	P26
II. Foreign professionals (Category B).....	P28
Part II: Guidelines on Application of Foreigner's Work Permit in China.....	P35
Part III: Organization Registration and Change of Information	P36-38
I. Organization registration.....	P36
II. Change of Organization Information.....	P38
Part IV: Required Documents.....	P39-45
I. Application for foreigner's work permit outside China..	P39
II. Application for foreigner's work permit in China.....	P41
III. Application for short-term foreigner's work permit in China (90 days or less).....	P43
IV. Extension of foreigner's work permit.....	P43
V. Change of foreigner's work permit.....	P44
VI. Cancellation of foreigner's work permit.....	P44
VII. Replacement with electronic certificate.....	P45
Part V: Notes.....	P46-49
Part VI: Templates.....	P50-54

Part I: Common Job Classification Criteria for Foreigners in China (Abbreviated Version)

I. Foreign high-end talents (Category A)

(I) Persons listed in the domestic talent introduction plan

Persons listed in talent introduction plans recognized by HR departments at or above the sub-provincial level and approved by the Organization Department of the CPC Central Committee, the Ministry of Human Resources and Social Security and the State Administration of Foreign Experts.

(II) Persons who meet international criteria for recognition of professional achievements

10. Persons who have held senior management positions or were key members of technical R&D at the headquarters of a Fortune 500 company, or who have held management positions at the level of Vice President or above or who were responsible for technical R&D at a secondary or regional headquarters of a Fortune 500 company. (based on the previous year's list of "Fortune Global 500")

(III) Persons who meet the needs of market-oriented and encouraged positions

1. Persons holding senior management or technical positions in central SOEs and their secondary subsidiaries, global or regional headquarters of Fortune 500 enterprises, national high-tech enterprises (recognized by science and technology

departments at or above the provincial level) and large enterprises (see Annex 1 on page 31 of this booklet for details of the recognition criteria of large enterprises).

2. Persons holding senior management or technical positions in nationally recognized engineering research centers of enterprises (recognized by the Development and Reform Departments), engineering laboratories (recognized by the Development and Reform Departments), engineering technology research centers (recognized by the Science and Technology Departments), technology centers of enterprises (recognized by the Industry and Information Technology Departments) and local technological innovation service platforms (recognized by the Science and Technology Departments).

3. Persons holding senior management or technical positions in medium-sized enterprises at home and abroad (see Annex 1 on page 31 of this booklet for details of the recognition criteria) or the chairman, legal representative, general manager or chief technical expert employed by small foreign-invested enterprises in line with the entries of encouraged industries in the Catalogue for the Guidance of Industries for Foreign Investment and the entries of the Catalogue of Industries with Foreign Investment Advantages in Central and Western China.

4. Persons appointed to senior or above management positions or associate professors and associate researchers in higher education institutions and scientific research institutions; senior lecturers, senior internship instructors and those holding

professional and technical positions above the vice-senior level appointed by vocational colleges.

8. Leading athletes, head coaches or core members of the coaching staff hired by national and provincial sports teams or clubs.

9. Foreign talents whose average salary is not less than six times the average salary of the local society in the previous year.

(V) Outstanding young talents

Young talents under the age of 40 who are engaged in post-doctoral research in high-ranking foreign universities or universities in China.

II. Foreign professionals (Category B)

(I) Foreign professionals with a bachelor's degree or above and 2 years or more of relevant work experience, meeting one of the following requirements:

1. Managers or professionals engaged in scientific research, teaching, or management in specific fields such as education, scientific research, journalism, publishing, culture, art, health, and sports.

(Non-language teachers in the education industry may choose this category, and the subjects taught by him/her must be consistent with his/her major and the work experience qualifications provided)

4. Employees dispatched by multinational companies at the middle level or above, or chief representatives and representatives of resident representative offices of foreign enterprises in China.

5. Foreign managers or professionals employed by enterprises, institutions, and social organizations.

(III) Language teachers from foreign countries

Language teachers from foreign countries should, in principle, be engaged in teaching of their native language (for countries and regions where the native language is English, see Annex 2 on page 33 of this booklet) and have obtained a bachelor's degree or higher from a university and have at least 2 years of work experience in language education. Among them, those who have obtained a bachelor's degree or higher in education, language or teacher training, or have obtained a teaching certificate in the host country or have obtained an international language teaching certificate that meets the requirements may be exempted from the work experience requirement.

(IV) Foreign talents whose average salary is not less than four times the average salary of the local society in the previous year

(VI) Professionals with 60 or more points. (See Annex 3 on page 34 of this booklet for details of the scoring table)

Note: The above Abbreviated Criteria include the categories to which most foreigners apply for work permits in Dongguan, and the complete criteria can be viewed in the Service System for Foreigners Working in China.

Annexes:

Annex1: Criteria for Large and Medium-sized Enterprises

Annex2: Countries and regions where English is the native

Annex 3: Scoring Table

Annex 1: Criteria for Large and Medium-sized Enterprises

Industry ^⓪	Index ^⓪	Unit of Measure ^⓪	Large ^⓪	Medium ^⓪	Small ^⓪	Micro ^⓪
Agriculture, forestry, animal husbandry, fisheries ^⓪	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 20000$ ^⓪	$500 \leq Y < 20000$ ^⓪	$50 \leq Y < 500$ ^⓪	< 50 ^⓪
Industry ^⓪	Employees(X) ^⓪	person ^⓪	$X \geq 1000$ ^⓪	$300 \leq X < 1000$ ^⓪	$20 \leq X < 300$ ^⓪	$X < 20$ ^⓪
	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 40000$ ^⓪	$2000 \leq Y < 40000$ ^⓪	$300 \leq Y < 2000$ ^⓪	$Y < 300$ ^⓪
Construction industry ^⓪	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 80000$ ^⓪	$6000 \leq Y < 80000$ ^⓪	$300 \leq Y < 6000$ ^⓪	$Y < 300$ ^⓪
	Total assets (Z) ^⓪	Ten thousand yuan ^⓪	$Z \geq 80000$ ^⓪	$5000 \leq Z < 80000$ ^⓪	$300 \leq Z < 5000$ ^⓪	$Z < 300$ ^⓪
Wholesale ^⓪	Employees(X) ^⓪	Person ^⓪	$X \geq 200$ ^⓪	$20 \leq X < 200$ ^⓪	$5 \leq X < 20$ ^⓪	$X < 5$ ^⓪
	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 40000$ ^⓪	$5000 \leq Y < 40000$ ^⓪	$1000 \leq Y < 5000$ ^⓪	$Y < 1000$ ^⓪
Retail ^⓪	Employees(X) ^⓪	Person ^⓪	$X \geq 300$ ^⓪	$50 \leq X < 300$ ^⓪	$10 \leq X < 50$ ^⓪	$X < 10$ ^⓪
	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 20000$ ^⓪	$500 \leq Y < 20000$ ^⓪	$100 \leq Y < 500$ ^⓪	$Y < 100$ ^⓪
Transportation ^⓪	Employees(X) ^⓪	Person ^⓪	$X \geq 1000$ ^⓪	$300 \leq X < 1000$ ^⓪	$20 \leq X < 300$ ^⓪	$X < 20$ ^⓪
	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 30000$ ^⓪	$3000 \leq Y < 30000$ ^⓪	$200 \leq Y < 3000$ ^⓪	$Y < 200$ ^⓪
Warehousing ^⓪	Employees(X) ^⓪	Person ^⓪	$X \geq 200$ ^⓪	$100 \leq X < 200$ ^⓪	$20 \leq X < 100$ ^⓪	$X < 20$ ^⓪
	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 30000$ ^⓪	$1000 \leq Y < 30000$ ^⓪	$100 \leq Y < 1000$ ^⓪	$Y < 100$ ^⓪
Postal industry ^⓪	Employees(X) ^⓪	Person ^⓪	$X \geq 1000$ ^⓪	$300 \leq X < 1000$ ^⓪	$20 \leq X < 300$ ^⓪	$X < 20$ ^⓪
	Operating revenue (Y) ^⓪	Ten thousand yuan ^⓪	$Y \geq 30000$ ^⓪	$2000 \leq Y < 30000$ ^⓪	$100 \leq Y < 2000$ ^⓪	$Y < 100$ ^⓪

Accommodation ^o	Employees(X) ^o	Person ^o	$X \geq 300^o$	$100 \leq X < 300^o$	$10 \leq X < 100^o$	$X < 10^o$
	Operating revenue (Y) ^o	Ten thousand yuan ^o	$Y \geq 10000^o$	$2000 \leq Y < 10000^o$	$100 \leq Y < 2000^o$	$Y < 100^o$
Catering ^o	Employees(X) ^o	Person ^o	$X \geq 300^o$	$100 \leq X < 300^o$	$10 \leq X < 100^o$	$X < 10^o$
	Operating revenue (Y) ^o	Ten thousand yuan ^o	$Y \geq 10000^o$	$2000 \leq Y < 10000^o$	$100 \leq Y < 2000^o$	$Y < 100^o$
Information transmission ^o	Employees(X) ^o	Person ^o	$X \geq 2000^o$	$100 \leq X < 2000^o$	$10 \leq X < 100^o$	$X < 10^o$
	Operating revenue (Y) ^o	Ten thousand yuan ^o	$Y \geq 100000^o$	$1000 \leq Y < 100000^o$	$100 \leq Y < 1000^o$	$Y < 100^o$
Software and Information Technology Services ^o	Employees(X) ^o	Person ^o	$X \geq 300^o$	$100 \leq X < 300^o$	$10 \leq X < 100^o$	$X < 10^o$
	Operating revenue (Y) ^o	Ten thousand yuan ^o	$Y \geq 10000^o$	$1000 \leq Y < 10000^o$	$50 \leq Y < 1000^o$	$Y < 50^o$
Real estate development and operation ^o	Operating revenue (Y) ^o	Ten thousand yuan ^o	$Y \geq 200000^o$	$1000 \leq X < 200000^o$	$100 \leq X < 1000^o$	$X < 100^o$
	Total assets (Z) ^o	Ten thousand yuan ^o	$Z \geq 10000^o$	$5000 \leq Z < 10000^o$	$2000 \leq Z < 5000^o$	$Z < 2000^o$
Property management ^o	Employees(X) ^o	Person ^o	$X \geq 1000^o$	$300 \leq X < 1000^o$	$100 \leq X < 300^o$	$X < 100^o$
	Operating revenue (Y) ^o	Ten thousand yuan ^o	$Y \geq 5000^o$	$1000 \leq Y < 5000^o$	$500 \leq Y < 1000^o$	$Y < 500^o$
Leasing and business services ^o	Employees(X) ^o	Person ^o	$X \geq 300^o$	$100 \leq X < 300^o$	$10 \leq X < 100^o$	$X < 10^o$
	Total assets (Z) ^o	Ten thousand yuan ^o	$Z \geq 120000^o$	$8000 \leq Z < 120000^o$	$100 \leq Z < 8000^o$	$Z < 100^o$
Other industries ^o	Employees(X) ^o	Person ^o	$X \geq 300^o$	$100 \leq X < 300^o$	$10 \leq X < 100^o$	$X < 10^o$

Annex 2: Countries and regions where English is the native language

12. What are the countries and territories where English is the native or first language?

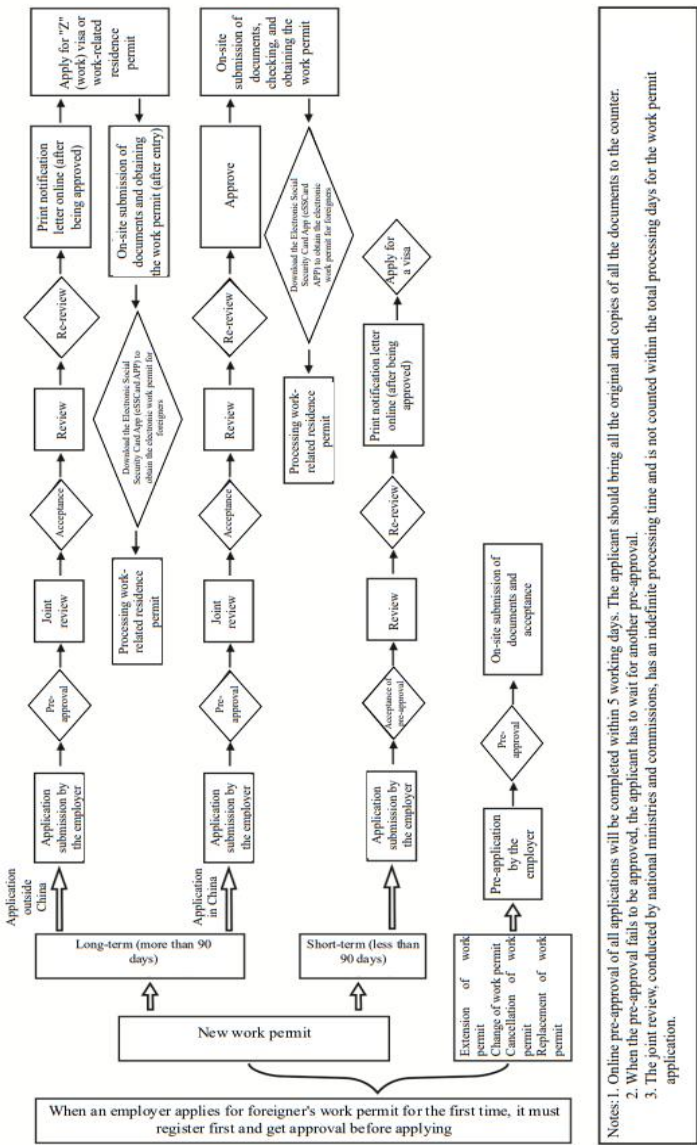
A: Ascension Island, Australia, Bermuda, British Antarctic Territory, British Indian Ocean Territory, Canada, Falkland Islands (i.e. Malvinas), Gibraltar, British Guernsey, Guyana (formerly known as British Guiana), Ireland, Isle of Man (British Irish Sea Territory), Jersey, New Zealand, Pitcairn Islands, Singapore, South Africa, Sovereign Base Areas of Akrotiri and Dhekelia on the island of Cyprus, South Georgia and the South Sandwich Islands, St. Helena, Tristan da Cunha, United Kingdom, United States, United States Virgin Islands, Antigua and Barbuda, Anguilla, Bahamas, Barbados, British Virgin Islands, British Cayman Islands, Dominica, Grenada, St. Vincent and the Grenadines, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and the Turks and Caicos Islands.

Annex 3: Scoring Table

Scoring Items ¹⁾	Criteria ²⁾	Score ³⁾
Directly qualified ⁴⁾	Selected for China's talent introduction programs and meet internationally recognized criteria for professional achievement ⁵⁾	— ⁶⁾
	Meet the criteria of market-oriented and encouraged positions ⁷⁾	— ⁸⁾
	Innovative and entrepreneurial talents and outstanding young talents ⁹⁾	— ¹⁰⁾
Annual salary paid by the domestic employer (unit: 10,000 yuan) ¹¹⁾ Maximum 20 points for this item ¹²⁾	45 and above ¹³⁾	20 ¹⁴⁾
	(35, 45) ¹⁵⁾	17 ¹⁶⁾
	(25.35) ¹⁷⁾	14 ¹⁸⁾
	(15.25) ¹⁹⁾	11 ²⁰⁾
	(7.15) ²¹⁾	8 ²²⁾
	(5.7) ²³⁾	5 ²⁴⁾
Educational attainment or acquisition of vocational qualification ²⁵⁾ Maximum 20 points for this item ²⁶⁾	PhD; highest level of internationally recognized vocational qualification or senior technician or equivalent ²⁷⁾	20 ²⁸⁾
	Master; technician or equivalent ²⁹⁾	15 ³⁰⁾
	Bachelor; senior worker or equivalent ³¹⁾	10 ³²⁾
Years of work experience ³³⁾ Maximum 20 points for this item ³⁴⁾	For more than 2 years, add one point for each additional year ³⁵⁾	Up to 20 points ³⁶⁾
	2 years ³⁷⁾	5 ³⁸⁾
	Less than 2 years ³⁹⁾	0 ⁴⁰⁾
Working duration per year ⁴¹⁾ Maximum 15 points for this item ⁴²⁾ Unit: Month ⁴³⁾	Working 9 months or more per year ⁴⁴⁾	15 ⁴⁵⁾
	(6.9) ⁴⁶⁾	10 ⁴⁷⁾
	(3.6) ⁴⁸⁾	5 ⁴⁹⁾
	Less than 3 months ⁵⁰⁾	0 ⁵¹⁾
Chinese Language Proficiency ⁵²⁾ Maximum 5 points for this item ⁵³⁾	Foreigners who had Chinese nationality ⁵⁴⁾	5 ⁵⁵⁾
	Obtain a bachelor's degree or higher in a program that uses Chinese as the language of instruction ⁵⁶⁾	5 ⁵⁷⁾
	Have a score of level 5 (or above) in HSK ⁵⁸⁾	5 ⁵⁹⁾
	Have a score of level 4 (or above) in HSK ⁶⁰⁾	4 ⁶¹⁾
	Have a score of level 3 (or above) in HSK ⁶²⁾	3 ⁶³⁾
	Have a score of level 2 (or above) in HSK ⁶⁴⁾	2 ⁶⁵⁾
	Have a score of level 1 (or above) in HSK ⁶⁶⁾	1 ⁶⁷⁾
Work for targeted area ⁶⁸⁾ Maximum 10 points for this item ⁶⁹⁾	Western China ⁷⁰⁾	10 ⁷¹⁾
	Old industrial bases such as the northeast China ⁷²⁾	10 ⁷³⁾
	Special areas such as national-level poverty-stricken counties ⁷⁴⁾	10 ⁷⁵⁾
Age (years) ⁷⁶⁾ Maximum 15 points for this item ⁷⁷⁾	(18.25) ⁷⁸⁾	10 ⁷⁹⁾
	(26.45) ⁸⁰⁾	15 ⁸¹⁾
	(46.55) ⁸²⁾	10 ⁸³⁾

Point Scoring Table for Work Permit

Part II: Guidelines on Application of Foreigner's Work Permit in China



Part III: Organization Registration and Change of Information

I. Organization registration

The employer will need to first log in the Government Affairs Service Platform of the Ministry of Human Resources and Social Security (12333.gov.cn), then choose to register as a corporate user, and fill in the relevant information as required. Then, after the approval of the Ministry of Human Resources and Social Security (For detailed steps, please refer to the guidelines provided on the Government Affairs Service Platform of the Ministry of Human Resources and Social Security), the page will be redirected to the Service System for Foreigners Working in China, where you can fill in the employer information as required, then save and print 《Organization Registration Form》.



Home Page of the Government Affairs Service Platform of the
Ministry of Human Resources and Social Security

(I) Documents required to be uploaded as attachments.

1. Certificate of legitimacy of the organization (business license, registration certificate of resident representative office of foreign enterprises or registration certificate of non-governmental non-profit organizations, etc.).

2. 《Organization Registration Form》 (need to be stamped with the official seal of the organization).

3. Identification of the legal representative (if the legal representative is a mainland Chinese, a scanned copy of the front and back of his/her ID card is required; if the legal representative is a foreigner, a scanned copy of the information page of his/her passport; if the legal representative is a resident of Hong Kong, Macao or Taiwan, a scanned copy of the front and back of the Mainland Travel Permit for Hong Kong and Macao Residents or Mainland travel permit for Taiwan residents).

4. License for industry qualifications (if any).

5. Official seal authorization letter (organizations authorized to use their special seals for foreign affairs, human resources or labor contract business bearing their legal name made in accordance with the law need to submit the official seal authorization letter for the record).

(II) Documents to be uploaded by the responsible person.

1. Identification of the responsible person (if the responsible person is a mainland Chinese, a scanned copy of the front and back of his/her ID card is required; if the responsible person is a foreigner, a scanned copy of the information page of his/her passport; if the responsible person is a resident of Hong Kong, Macao or Taiwan, a scanned copy of the front and back of the Mainland Travel Permit for Hong Kong and Macao Residents or Mainland travel permit for Taiwan residents).

2. Appointment letter of the responsible person (to be

stamped with the official seal of the organization, refer to the template on page 50 of this booklet for details)

II. Change of Organization Information

If the information of the organization or the responsible person has changed, select “change organization information” in the system on the right upper corner of the page of Service System for Foreigners Working in China, fill in the updated information, and then upload the following documents as attachments.

1. 《 Application Form for Change of Organization Information 》 (need to be stamped with the official seal of the organization).

2. Documents required for the change of organization information.

Part IV: Required Documents

I. Application for foreigner's work permit outside China

(I) Notification of work permit for foreigners (before entry)

1. Application Form for Foreigner's Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer).

2. Applicant's physical examination certificate (for details, refer to item 1 of "Notes" on page 46 of this booklet; a pre-commitment approach can be adopted before entry, with a commitment letter instead of the certificate; for details of the commitment letter, refer to the template on page 50 of this booklet).

3. Employment contract or proof of employment (the content should include the time period, place of work, content of work, salary, position, signature and seal; the legal representative or the head of the branch office should use the business license instead; the chief representative of the representative office should use the registration certificate instead; the general representative can only use the proof of employment. The chief representative and general representative of the representative office should also upload a valid representative certificate).

4. Applicant's passport or international travel document (must be valid for more than six months).

5. Proof of job qualifications (refer to item 3 of "Notes" on page 46 of this booklet)

6. Highest certificate, diploma or degree (refer to items 4 and 6 of "Notes" on page 46 and 47 of this booklet)

7. Certificate of no criminal conviction (refer to items 5 and 6 of “Notes” on page 47 of this booklet for details)

8. Documents for accompanying family members (only required when family members are entering the country together; accompanying family members refer to the applicant’s spouse, children under 18 years of age, parents and spouse’s parents. Supporting documents for accompanying family members include the information page of the passport (or international travel document) of the accompanying family members, proof of family relationship (spouse - marriage certificate, children - birth certificate or adoption certificate of children, parents or spouse parents - birth certificate or marriage certificate or notarized certificate of the applicant), medical report (for family members over 18 years of age) and electronic photo with white background).

9. Category A or B supporting documents (refer to items 7 of “Notes” on page 48 of this booklet for details).

The following materials are submitted for on-site verification upon entry, and need not to be uploaded to the system. Only the paper version is required.

10. Applicant’s medical examination certificate (If it is substituted by a commitment letter before entry, then, it needs to be submitted only after entry. (Refer to item 1 of “Notes” on page 46 of this booklet for details)

11. Visa (Z type) or valid work-based residence permit held by the applicant.

12. Page for signature and seal for entry.

II. Application for foreigner's work permit in China

The required documents are subject to different reasons for application. Please refer to the following table for details

Items ^o	Required materials (corresponding to the list of documents on the next page) ^o
Within China (1) Foreign high-end talents who have entered China with other visas or valid residence documents (Category A) ^o	1、2、3、4、5、7、8、9、12、14、15 ^o
Within China (2) Foreigners working in China who change their employers but their positions (occupations) remain unchanged and their work permits are within the validity period ^o	1、2、3、4、6、7、10、12、15 ^o
Within China (3) Foreign born spouses or children of Chinese citizens or spouses or children of foreigners permanently residing or working in China with valid visas or residence permits within the validity period ^o	1、2、3、4、5、7、8、9、11、12、15 ^o
Within China (5) the employer is eligible to enjoy China's preferential policies for regional headquarters of multinational companies in China ^o	1、2、3、4、5、7、8、9、12、15 ^o
Within China (6) movement of personnel within the enterprise group ^o	1、2、3、4、5、7、8、9、12、15 ^o
Within China (7) implementation of inter-governmental agreements or collaboration ^o	1、2、3、4、5、7、8、9、13、15 ^o
Within China (8) the representatives of representative offices of foreign institutions in China who have entered China with work visas according to the law; foreigners who have been granted work permits to work in China for less than 90 days and are legally employed by domestic employers during the validity of their stay ^o	1、2、3、4、5、7、8、9、12、15 ^o
Within China (9) other examination and approval authorities have certified the qualification.	1、2、3、4、5、7、8、9、12、15 ^o
Within China (10) Persons who apply for work permit with R-visa ^o	1、2、3、4、15、16 ^o

List of documents for application of work permit for foreigners in China

1. Application Form for Foreigner's Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer).

2. Applicant's physical examination certificate (for details, refer to item 1 of "Notes" on page 46 of this booklet)

3. Employment contract or proof of employment (the content should include the time period, place of work, content of work, salary, position, signature and seal. Ordinary companies should use the employment contract, while the legal representative or the head of the branch office should use the business license instead; the chief representative of the representative office should use the registration certificate instead; the general representative can only use the proof of employment. The chief representative and general representative of the representative office should also upload a valid representative certificate).

4. Applicant's passport or international travel document (must be valid for more than six months).

5. Valid visa or valid residence permit.

6. Valid work-based residence permit.

7. Proof of job qualifications (refer to item 3 of "Notes" on page 46 of this booklet)

8. Highest certificate, diploma or degree (refer to items 4 and 6 of "Notes" on page 46 and 47 of this booklet).

9. Certificate of no criminal conviction (refer to items 5 and 6 of "Notes" on page 47 of this booklet for details)

10. Cancellation certificate.

11. Proof of identity of family members (for foreign born spouses or children of Chinese citizens, marriage certificate of the applicant and his/her spouse or birth certificate of their children are required; for spouses or children of foreigners permanently residing or working in China, permanent residence certificate or work permit and marriage certificate of the applicant and his/her spouse or birth certificate of their children are required).

12. Category A or B supporting documents (refer to item 7

of “Notes” on page 48 of this booklet for details)

13. Agreement or proof of collaboration.

14. The page of last entry stamp in passport.

15. Commitment of authenticity of materials (refer to the template on page 53 of this booklet for details)

16. China Talent Visa (R Visa)

III. Application for short-term foreigner’s work permit in China (90 days or less)

1. Application Form for Foreigner’s Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer).

2. Employment contract, project contract (agreement for cooperation) or invitation note from the inviting organization (including the applicant’s name, nationality, workplace, work period, work content, and listing all workplaces and the number of entries. The employer should indicate the cost schedule for the invited foreigner, make a commitment to the authenticity of the invitation and guarantee expenses paid for the invited foreigner in China,

3. Passport or international travel document of the applicant.

4. A personal commitment letter of no criminal conviction. (Signature of the applicant and official seal of the working unit are required).

IV. Extension of foreigner’s work permit in China

1. Application Form for Extension of Foreigner’s Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer).

2. Employment contract or proof of employment (the

content should include the time period, place of work, content of work, salary, position, signature and seal. Ordinary companies should use the employment contract, while the legal representative or the head of the branch office should use the business license instead; the chief representative of the representative office should use the registration certificate instead; the general representative can only use the proof of employment. The chief representative and general representative of the representative office should also upload a valid representative certificate).

3. Passport or international travel document of the applicant.

4. Valid visa.

5. Foreigner's Work Permit (It needs not to be submitted if it has been replaced with electronic certificate)

6. Category A or B supporting documents (refer to items 7 of "Notes" on page 48 of this booklet for details)

V. Change of foreigner's work permit in China

1. Application Form for Change of Foreigner's Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer).

2. Supporting documents for the change of work permit.

3. Foreigner's Work Permit (It needs not to be submitted if it has been replaced with electronic certificate)

VI. Cancellation of foreigner's work permit in China

1. Application Form for Cancellation of Foreigner's Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer)

2.Documents to prove the termination of employment relationship, termination of contract or other reasons for cancellation (signed by the applicant and stamped with the official seal of the employer, refer to the template on page 53 of this booklet for details)

3. Foreigner's Work Permit (It needs not to be submitted if it has been replaced with electronic certificate)

4. If the applicant's signature cannot be provided, please upload the company application form.

5.Personal Tax Records of the PRC (required only when applying with income conditions)

VII. Replacement with electronic certificate

1.Application Form for Replacement of Foreigner's Work Permit (the applicant should fill in his/her personal information in the system, download the completed application form, print it, sign it and stamp it with the official seal of the employer)

2. Foreigner's Work Permit

Part V: Notes

1. The physical examination certificate refers to: the Certificate of Verification for physical examination record for foreign or overseas Chinese issued by the Chinese inspection and quarantine agencies, or the physical examination certificate issued by the overseas health care institutions approved by the Chinese inspection and quarantine agencies, all issued within 6 months. The list of overseas health care institutions approved by China's inspection and quarantine agencies can be found on the websites of local Chinese embassies and consulates. Only Huangpu Customs International Travel Health Care Center (Dongguan Border Port Hospital) in Dongguan can carry out medical examination for foreigners. Address: No. 9, Jianshe Road, Nancheng District, Dongguan; Tel: 22413447.

2. For “pre-entry” matters: The employment contract can start within three months before or after the date of submission of the application. For “after-entry” and “extension” matters: The employment contract submitted must be in effect.

3. The certificate of job qualifications should be issued by the organization where the applicant worked, and should include the name of the organization, the applicant's position, the start and end of the job, or the projects that the applicant has worked on; the certificate should be stamped by the organization where the applicant worked (if there is no official stamp, it should be signed by the person in charge of the organization), and should contain a valid contact number or email address of the person in charge (refer to template on page 51 of this booklet for details). If the certificate is issued by a company in China, the applicant must also upload proof of legal employment (foreigner's work permit or work-type residence permit). Language teachers from foreign countries can use their teaching certificates or international language teaching certificates such as TOEFL/ TESOL instead of proof of job qualifications.

4. If the applicant's highest certificate, diploma or degree is

obtained abroad, it should be certified by Chinese embassies or consulates in foreign countries or by the embassies or consulates of the countries where the applicant obtained the certificate, diploma or degree or by China's academic qualification certification institution; if the applicant highest certificate, diploma or degree is obtained in Hong Kong SAR, Macao SAR and Taiwan, it should be certified by China's academic qualification certification institution or notarized by the notary agency in the region. If the applicant's highest certificate, diploma or degree is obtained in mainland China, only the original certificate, diploma or degree shall be provided. High-end talents of category A (except A-5: outstanding young talents) can use the commitment approach as an alternative (refer to template on page 51 of this booklet for details)

5. The certificate of no criminal conviction should be issued by the police, security, court and other relevant departments of the applicant's country of nationality or place of permanent residence (the country or region where the applicant last resided continuously for more than one year after leaving the country of nationality, excluding China) and certified by Chinese embassies and consulates abroad or by foreign embassies and consulates in China, and issued within a period of not more than 6 months. A certificate of no criminal record issued in the Hong Kong, Macao Special Administrative Region, or Taiwan region shall be notarized by a local notary unit or department. A non-sworn certificate of no criminal conviction issued by foreign diplomatic organizations (including foreign embassies and consulates in China) does not need to be certified. Category A high-end talents can use the commitment approach as an alternative (refer to the template on page 52 of this booklet for details)

6. Starting from November 7, 2023, for the academic degree certificates, professional qualification certificates, and certificates of no criminal records, only the additional certificates issued by the competent authority of the contracting countries of the *Convention on the Elimination of Requirements for the Authentication of Foreign Public Documents* (see the official

website of the Ministry of Foreign Affairs of China at https://www.mfa.gov.cn/web/wjbxw_673019/202310/t20231023_11165858.shtml for the list of the contracting countries) are needed, with no Chinese consular authentication or consular authentication from foreign embassies or consulates in China needed.

7.Common supporting materials required for Category A high-level talents include: ① For national high-tech enterprises (certified by provincial level or above science and technology departments), please provide the national high-tech enterprise certificate and the organizational structure chart of the unit. ② For large and medium-sized enterprises, please provide the following supporting materials: proof of the company's social insurance contribution headcount from the Human Resources and Social Security Bureau for the last three months, the previous year's Corporate Income Tax Annual Return (please submit the cover page and the page showing operating income, with official seals from both the tax bureau and the company), as well as the organizational structure chart of the applying unit. ③ Foreign talents with salary income no less than six times the local average social wage income of the previous year in the region need to provide a salary commitment letter for initial applications (for details, please refer to the template on page 52 of this manual). When applying for a license extension and cancellation, please provide personal income tax payment records for the past 12 months.

The common supporting documents for Category B professionals include: ① the first application through degree materials requires a bachelor's degree or above (certified by the embassy) and proof of more than 2 years of relevant work experience, application of work permit extension does not require the degree certificate again; ② foreign talents whose salary is not less than 4 times the average salary of the local community in the previous year, a salary commitment letter (refer to the template on page 52 of this booklet for details) is required for new applications, and personal income tax records for the past 12 months are required

for applying extension and cancellation of work permit. ③ Professionals who score more than 60 points need to submit certification materials for all points, and a personal income tax certificate needs to be provided for extension.

8. For the foreigner's work permit applied for based on salary conditions, a personal income tax payment certificate must be provided for its extension and cancellation; full tax payment must be made based on the declared salary before the extension can continue.

9. The required documents mentioned in the annex(except the passport)should be translated into Chinese if they are in foreign languages,either by a qualified translation company or by the employer itself and stamped with the official seal of the employer.

10. All the materials uploaded as attachments should be in color originals, which can be photographed or scanned in color and uploaded.

11. The company can entrust an intermediary to handle the application. The intermediary should register in the system first for qualification and then apply on behalf of the employer in the system for the intermediary company. Each application record of the intermediary should be accompanied by a power of attorney from the employer (refer to the template on page 54 of this booklet for details).

12. The guide for using the electronic social security card for work in China is as follows: <https://www.12333.gov.cn/pdf/wgrlhdzsbksyzn.pdf>.

13. All application procedures are subject to the latest regulations. If you have any questions, please call Dongguan Science and Technology Bureau Talent Service Center at 0769-22835837. The policies for overseas talents can be found in the Talents Service Section of the official website of Dongguan Science and Technology Bureau: <http://dgstb.dg.gov.cn/>.

Part VI: Templates

Entrustment Letter

Dongguan ×××× Co., Ltd. is hereby entrusting our company's employee ×××× of ××××department, whose ID card number is ××××××××××××××××, to handle matters related to foreigner's work permit in China.

Dongguan ×××× Co., Ltd (with official seal)

June 2, 2020

Commitment Letter of Physical Examination

Dongguan ××××Co., Ltd. was established on ×××× (YYYY) ×× (mm) ××(dd) with a registered capital ×× yuan. The company is located in ×× road,×× town, Dongguan. Our main business scope is ××××××××××××.

XXX is an employee of our company, passport number:××××××××, gender: x , date of birth: ×××× (YYYY) ×× (mm) ××(dd), nationality: ××××.

Our company promises that the above person is in good health and free from any infectious disease, and promises that he/she will go to the hospital at the port for physical examination immediately after entry, and provide a physical examination certificate. If the physical examination certificate shows that the person is not physically fit to work in China, our company is willing to terminate the labor relationship with him/her according to the law and assist him/her to leave the country.

We hereby promise!

Dongguan City ×××× Co., Ltd (with official seal)

June 2, 2020

Proof of Job Qualifications

×××× worked in our company from ×××× (YYYY) ×× (mm) ××(dd) to ×××× (YYYY) ×× (mm) ××(dd), as the ×××× (position) of ×××× department, mainly responsible for ××××××.

If necessary, please contact ××××, TEL : ×××××××× (or send e-mail to ××××××××@××××.com)

×××××× Company (with official seal)

June 2, 2020

Commitment Letter of Degree or Diploma

Dongguan ××××Co., Ltd. was established on ×××× (YYYY) ×× (mm) ××(dd) with a registered capital ××yuan. The company is located in ×× road,×× town, Dongguan. Our main business scope is ××××××××××.

XXX is an employee of our company, passport number:××××××××, gender: x , date of birth: ×××× (YYYY) ×× (mm) ××(dd), nationality: ××××.

The employee studied at ×××× University of XXXX (country)from ×××× (YYYY) ×× (mm) ××(dd) to ×××× (YYYY) ×× (mm) ××(dd), successfully graduated and obtained ×××× degree.

Our company promises that the above information is true and valid. If it is not true, our company will bear the corresponding consequences.

We hereby promise!

Dongguan City ×××× Co., Ltd (with official seal)

June 2, 2020

Commitment Letter of No Criminal Conviction

Dongguan ××××Co., Ltd. was established on ×××× (YYYY) ×× (mm) ××(dd) with a registered capital ××yuan. The company is located in ×× road,×× town, Dongguan. Our main business scope is ××××××××××.

XXX is an employee of our company , passport number:××××××××, gender: x , date of birth: ×××× (YYYY) ×× (mm) ××(dd), nationality: ××××. Our company promises that he/she was dutiful and law-abiding during his/her stay in ×××× (country) without any criminal conviction. If it is not true, our company will bear the corresponding consequences, terminate the employment relationship with him/her according to the law and cooperate with the public security authorities to deport him/her.

We hereby promise!

Dongguan City ×××× Co., Ltd (with official seal)

June 2, 2020

Commitment Letter of Salary

Dongguan ××××Co., Ltd. was established on ×××× (YYYY) ×× (mm) ××(dd) with a registered capital ××××yuan. The company is located in ×× road,×× town, Dongguan. Our main business scope is ××××××××××.

The company employs XXX (applicant's name), passport number:××××××××, gender: x , date of birth: ×××× (YYYY) ×× (mm) ××(dd), nationality: ××××, as ×××× (position) of ×××× department, responsible for ×××× (duty) of the company.

Now we use the salary conditions to apply for a work permit for this employee in category A (or B). The Company promises that from the month the applicant gets the work permit, he/she will pay

personal income tax in full to Dongguan tax authorities every month according to his/her pre-tax monthly salary of ×××× , and submit the personal income tax payment records for the corresponding time period when an extension occurs.

If we violate the commitment or make false promises, we are willing to accept the relevant penalties from the approval authority.

Dongguan City ×××× Co., Ltd (with official seal)

June 2, 2020

Certificate of termination of employment

Our employee ××××, passport number: ××××××, date of birth: ×××× (YYYY) ×× (mm) ××(dd), joined our company on×××× (YYYY) ×× (mm) ××(dd) as ×××× (position). His/her work permit is valid until ×××× (YYYY) ×× (mm) ××(dd). Now he/she terminates the employment relationship with our company for personal reasons on ×××× (YYYY) ×× (mm) ××(dd), and we hereby certify that.

Signature of the foreign employee:

Dongguan City ×××× Co., Ltd (with official seal)

June 2, 2020

Commitment Letter for the Authenticity of the Documents

Dongguan ××××Co., Ltd. was established on ×××× (YYYY) ×× (mm) ××(dd) with a registered capital ××××yuan. The company is located in ×× road,×× town, Dongguan. Our main business scope is ××××××××××××.

We promise that all the application documents submitted by

our company for foreigner's work permit are true and valid, and we will bear the corresponding legal responsibility in the process of the application of foreigner's work permit.

Operation number			
Applicant's name			
Nationality		Passport number	

We hereby promise.

Dongguan City ×××× Co., Ltd. (with official seal)
June 2, 2020

Entrustment Letter for Intermediary

Principal: Dongguan City ××Co., Ltd.

Legal proxy: Dongguan City ××Co., Ltd. (Intermediary Company)

Dongguan City ××Co., Ltd. requires to handle matters related to the application of foreigner's work permits in China, and hereby entrusts ×× (person) of Dongguan ×× Co., Ltd. (Intermediary Company) to handle the work permit of our foreign employee ×××× (name), passport number: ××××××, application number: 4419 ××××××××××××.

Principal: Dongguan City ××Co., Ltd. (with official seal)

Legal proxy: Dongguan City ××Co., Ltd. (Intermediary Company) (with official seal)

June 2, 2020

Airport

Dongguan City Airport Terminal (To airports in Guangzhou, Shenzhen, and Hong Kong)

www.dgairport.cn

0769-23151111

Dongguan Humen Hong Kong-Macao Passenger Ferry Terminal
(To airport in Hong Kong)

www.seasyoung.com

0769-960163

Railway

Humen Railway Station (G-series high-speed railway station in Humen Town)

Connect to Metro Line 2 and the Guangzhou-Shenzhen Intercity Railway

Dongguannan Railway Station (G-series high-speed railway station in Tangxia Town)

Dongguan Railway Station (Mixed D-series high-speed and conventional railway station in Shilong Town) Connect to Metro Line 2

Dongguandong Railway Station (Class I conventional railway station in Changping Town) One can walk to Changpingdong Railway Station of the Dongguan-Huizhou Intercity Railway

Changping Railway Station (D-series high-speed railway station in Changping Town)

Zhangmutou Railway Station (D-series high-speed railway station in Zhangmutou Town)

Guangzhou-Huizhou Intercity Railway (D-series intercity train bound for Huizhou, Guangzhou, Foshan, and Zhaoqing)

Guangzhou-Shenzhen Intercity Railway (D-series intercity train

bound for Guangzhou and Shenzhen)

Urban transportation

Dongguan Metro

The Dongguan Railway Station to Humen Railway Station section of Metro Line 2 has opened

www.dggdjt.com

Dongguan Bus

www.dgbus.com

Dongguantong

www.dongguantong.com.cn

Address for services: Comprehensive service counter on the second floor of Dongguan Citizen Service Center, No. 199, Hongfu Road, Nancheng District, Dongguan

Counter 18, Dongguan immigration Service Center, NO.191 Dongchengxi Road, Guancheng District, Dongguan

Consultation hotline: 0769-22835837

Dongguan Science and Technology Talent Service Center

Address: 301, NO.81, Yuxing Road, Dongcheng District, Dongguan

Tel: 0769-22207933

业务窗口受理地址及咨询电话:

东莞市南城区鸿福路199号东莞市民服务中心二楼综合服务二区综合窗口

东莞市莞城区东城西路191号东莞移民事务服务中心18号窗口

业务咨询电话:0769-22835837

东莞市科技人才服务中心地址及咨询电话:

东莞市东城区育兴路81号301室 0769-22207933