

## 上海交通大学外籍博士后报到手续

感谢您选择了上海交通大学从事博士后研究工作。您需要按照以下步骤办理手续：

### 一、 保密审查

保密审查表 1 份、护照复印件 1 份、中英文简历 1 份提交至上海交通大学博士后管理办公室（新行政 B421）

### 二、 工作签证

外籍博士后工作签证申请，请参考上海交通大学出入境管理中心网页：外籍博士后办理《外国人工作许可通知》/《外国人工作许可证》所需材料及操作流程 <http://cgcj.sjtu.edu.cn/article/list/8>

### 三、 博士后进站

外籍博士后进站申请，请参考上海交通大学博士后管理办公室主页：博士后进站手续流程 <http://postd.sjtu.edu.cn/down/inpost.htm>

### 四、 博士后报到

博士后办理进站后，请携带体检单 1 份（复印件可）、博士后进站备案证明 2 份（中博会系统打印）1 份来博管办报到。

### 五、 工资启动和保险

请将报到手续单、护照复印件 1 份（写上手机号）、银行卡复印件 1 份、合同 1 份、导师缴纳培养费凭单 1 份、外籍博士后保险选择告知书提交博管办。在每月 15 日前提交材料，次月起薪。

## **SJTU Application and Registration Process for Foreign Postdoctoral**

Thank you very much for choosing Shanghai Jiao Tong University to conduct the postdoctoral research work. Please refer to the following steps:

### **Step1: Academic Confidentiality Review**

Submit the academic confidentiality review form, copy of passport, CV in both Chinese and English versions to SJTU Postdoctoral Management Office (Room 421, New Administration Building B, Minhang Campus)

### **Step2: Foreigner's Work Permit Application**

Please refer to the Home Page of the SJTU Service Center for Exit-Entry Administration: Notification Letter of Foreigner's Work Permit Process (外籍博士后

办理《外国人工作许可通知》/《外国人工作许可证》所需材料及操作流程)

Link: <http://cgcj.sjtu.edu.cn/article/list/8>

### **Step3 : Postdoctoral Application**

Please refer to the Home Page of the SJTU postdoctoral office : Postdoctoral

application (博士后进站手续流程)

Link: <http://postd.sjtu.edu.cn/down/inpost.htm>

### **Step4: Registration**

After finishing above procedures, submit the physical examination form (copies are acceptable), two copies of the postdoctoral (printed in the China Postdoctoral Website ,

Link: <http://www.chinapostdoctor.org.cn>)to SJTU Postdoctoral Management Office

### **Step5: Salary & Insurance**

Please submit the registration form, copy of the passport (write down your mobile phone number), copy of the bank card, contract, supervisor's funding transfer voucher, the foreign post-doctoral insurance selection notice to SJTU Postdoctoral Management Office before the 15<sup>th</sup> of the month and the salary will be paid in the following month (normally around 7<sup>th</sup> to 9<sup>th</sup>).