

外籍人员如何顺利成为江苏大学博士后

How to be a postdoctoral fellow successfully in UJS for foreigners

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你好!欢迎您申请江苏大学博士后,成功加盟江苏大学需要博士后进站申请、来华工作许可申请、办理来华签证、进校入职报到等程序。

Hello! Welcome to apply for a postdoctoral fellow position in UJS. To join into UJS successfully, you need to follow these steps to apply, which is including Postdoctoral Application, Work Permit application, VISA application, Enter into UJS and Registration.

一、博士后进站申请 Postdoctoral Application

1、职位申请、学术考核。Individual Application and Academic Assessment

请关注[江苏大学博士后网站招聘栏目](#)或各[博士后流动站所在学院](#),找到您合适的博士后职位,若符合招收资格请联系合作导师,达成合作意向。我校博士后招收申请资格如下:

Please visit the [Postdoctoral Affairs Website Of UJS](#) or [the College of each postdoctoral research center](#) website of UJS to browse the postdoc-recruitment; If you find a position that suits your research direction, please contact the supervisor and achieve primary cooperative agreement. The basic postdoctoral admission requirements are as follows:

(1) 年龄不超过35岁,身心健康。

Aged under 35 and in good health.

(2) 取得博士学位不超过3年或学校或单位学位主管部门出具的同意授予博士学位证明(非答辩决议或答辩通过证明)。

Receiving PhD degree in 3 years. Or having obtained the doctoral degree agreement certificate (not only just having passed the doctorate defense).

(3) 能保证在我校连续全职工作不少于21个月。

Able to guarantee the consecutive research work in UJS exclusively for no less than 21 months.

(4) 我校的博士毕业生继续留在我校做博士后的,进站时应更换一级学科和合作导师。

The ones who graduates from UJS should change the first-level discipline and supervisor.

提供个人简历、护照、博士毕业证书、博士学位证书(若非中国取得学位还应提供中国教育部留学服务中心出具的博士学位认证书)、科研学术能力证明材料以及其他所需相关材料,由合作导师和流动站所在单位依次进行考核,填写[合作导师对申请人学术水平及思想品德的考核意见表](#)和[博士后科研流动站设站单位学术考核意见表](#)。

Please provide personal resume, passport, Dr Graduation certificate and degree certificate (if not degree in China, you should also provide the authentication from

Chinese Service Center for Scholarly Exchange), scientific research and academic ability proof and other related materials. You will be assessed in turn by your supervisor and the college of each postdoctoral research center, and fill in the academic, ideology and morality assessment form from postdoctoral supervisor and academic evaluation sheet from school of the postdoctoral research center.

2、网上申请、进站预审。Online application and pre-review.

如果通过合作导师、流动站所在单位的相关考核，您需要在中国博士后网点击业务工作办理栏目下的博士后进出站项目，进入中国博士后网上办公系统注册、登录并填写相关信息。由于该系统目前只有中文版本，建议您向合作导师申请一位中国籍助手帮助您完成网上博士后进站申请。

If you have passed the assessment by your supervisor and school of the postdoctoral research center, please visit the China postdoctoral website, register and login the China postdoctoral system online, and fill out all the relevant information, and upload all the needed materials. Since the system is only available in Chinese, it is recommended that you'd better to apply for a Chinese assistant to help you from your supervisor to complete the online postdoctoral application.

相关信息填写完成后网上提交进站申请，及时联系流动站设站学院、博士后管理科进行网上预审。

After all the needed information has been filled, please submit the application online, contact school of the postdoctoral research center and the post-doctoral management office to pre-review the application information.

3、提交材料、等待审批。Material review and approval.

网上预审合格后，及时向博士后管理科提交进站申请纸质材料，等待审批结果。材料清单如下：

If the online application information is correct, please export and download the postdoctoral application form, and submit the paper application materials to the post-doctoral management office and wait for the approval result. The material list is as follows:

- (1) 博士后进站审核表 The postdoctoral qualification review sheet
- (2) 博士后科研流动站设站单位学术部门考核意见表

The academic evaluation sheet from school of the postdoctoral research center

- (3) 博士后进站申请表 Postdoctoral Application Form

- (4) 护照复印件 Copy of Passport

- (5) 博士学位证书复印件 Copy of Doctoral Degree Certificate

- (6) 非中国境内学位，需提供教育部留学服务中心学位认证书复印件（[申请网址](#)）

Copy of Doctoral Degree Certificate Attestation from Service Center for Overseas Students of the Ministry of Education

- (7) 专家推荐信（博士导师、博士后合作导师各 1 份）

Letters of recommendations from two specialists (from PhD supervisor and postdoctoral collaborator)

- (8) 合作导师对申请人学术水平及思想品德的考核意见表

The Academic, ideology and morality assessment form from postdoctoral supervisor

(9)个人简历 Curriculum Vitae

(10)科研学术证明材料 Certificates for your scientific Achievements

4、获得进站备案证明。Obtain Postdoctoral Registration Certificate.

进站申请审批通过后，注册手机会收到进站短信，包含6位数的进站编号。博士后研究人员进站备案证明由博士后管理科统一打印后扫描，传给申请者或办理助手。

After the postdoctoral application being approved, you will receive a message containing a 6-digit number which is postdoctoral ID number by the registered mobile phone. Postdoctoral Registration Certificate will be printed and scanned and sent to you or your assistant.

未尽事宜详见[江苏大学外籍博士后进站申请流程](#)。

Please refer to the foreign postdoctoral application process of Jiangsu University for details.

二、来华工作许可申请 Apply for Work Permit

在获得博士后进站编号之后，就可以申请来华工作许可了。来华工作许可申请需要在我校国际处外专科具体办理，一次申请、分两步完成：先申请获得来华工作许可通知，用于办理签证；进校报到后办理正式来华工作许可。由于您还未抵达我校，且部分材料需要在自己本国办理，这一步需要合作导师提供中国籍助手协助办理。申请程序一般由签订合同、准备材料、逐级审批及获得来华工作许可通知等步骤：

After getting the postdoctoral registration certificate, the work permit can be applied in foreign experts office of international office by two steps, At first it's needed to apply for the notification of work permit for visa application to China; Secondly it's needed to apply for a formal work permit after registration. Since you have not arrived at our university yet, and some of the materials need to be handled in your own country, it is needed a Chinese assistant from your supervisor to help you. The application procedure generally consists of signing a contract, preparing materials, review and approval and obtaining work permit notice in China, etc.

1、签订科研工作合同 sign the contract

对合同条款应与合作导师充分沟通，特别是预计来华工作时间、年薪发放方式、在站应取得的研究成果，应在合同中逐一明确，所有条款同意后请您确认签字，并提交博士后管理科履行校方手续，完成合同签订。

The terms of the contract should be fully communicated with the supervisor, especially the expected working time in China, the annual salary payment method, and the expected research results should be clarified one by one in the contract. After all terms are agreed, please confirm and sign, and submit to the post-doctoral management office to go through the university procedures to complete the contract signing.

2、按照清单准备材料 prepare all the documents

(1)工作资历证明（推荐信）

The recommendation letter from your PhD supervisor and your postdoc supervisor

(2)最高学位（学历）证书及认证书

Copy of the documentation of PhD degree and authenticated

(3)由出入境检验检疫部门出具的体检证明

The medical exam form from Entry-exit inspection and quarantine Bureau

(4)无犯罪记录证明及认证书 The letter of official no criminal record and authenticated

(5)合同 The contract

(6)护照或国际旅行证 The scanning copy of your passport and Visa

(7)6个月内正面免冠照片 A period of 6 months, bareheaded, full-faced photos

(8)简历(包括学习、工作经历等)The resume (with education background and work experience)

(9)随行家属相关证明材料 Accompanying family members relationship certificate

(10)涉外证件办理申请表 Application form for Foreign-related certificate

3、提交材料、逐级审批 review and approval

由助手携带工作许可证申请需要的所有材料，先后在学院、人事处、国际处完成审批。

All the documents should be submit by you or your assistant to the school, postdoc office and the international office to be checked and approved.

4、获得来华工作许可通知 get the work permit notice in China

三、办理来华签证 Apply for VISA to China

携带来华工作许可通知及其他所需材料在您自己国家办理来华工作签证。不同国家办理签证所需材料可能不同。

It needs you to apply the VISA to China in your native country by yourself taking work permit notice and other required materials. The visa requirements may vary from country to country.

四、进校入职报到 Enter into UJS and registration

(1)入境前1天申请公寓住房 Apply for apartment 1 day before coming to China.

(2)入境进校 enter Jiangsu University in China

(3)24小时内办理住宿登记 Check-in within 24 hours

(4)填写《全脱产博士后科研挂靠单位申请表》

Fill in the application form of full-time postdoctoral research institute

(5)国际处专家科登记信息、办理居留许可、保险等

The expert section of the international office registers information, handles residence permit, insurance and so on

(6)入境三日内，请到镇江市出入境检验检疫局进行体检

Within three days after arrival, please go to Zhenjiang entry-exit inspection and quarantine bureau for physical examination

(7)提交工资发放相关材料到博后科

Submit relevant materials of Salary payment to post-doctoral office

(8)进站1个月内，签订《江苏大学博士后科研工作协议书》

Within one month after arrival, the postdoctoral research work agreement of Jiangsu

University will be signed.

(9)进站 3 个月内，向博后科提交开题报告

Within 3 months after arrival, Submit the opening report to post-doctoral office

(10)每月由合作导师根据科研工作情况，填写《外籍博士后工资单》，签字确认后，15 日前交博后科。每月 20 日发放工资，如遇节假日会提前发放

Every month, the supervisor shall fill in the salary sheet for foreign postdoctoral fellows according to the scientific research situation, sign and confirm it, and submit it to the post-doctoral office before 15th. Salary will be paid on the 20th of each month. In case of holidays, they will be paid in advance.

(11)进站第 12 个月和第 20 个月，向博后科提交年度考核表，考核通过后发放年度绩效部分

In the 12th and 20th months after registration, the annual assessment form shall be submitted to the post-doctorate office, and the annual performance shall be issued after the assessment is passed

五、在站期间的博士后基金及交流项目申请

China Postdoctoral Science Fund and National Postdoctoral International Exchange Program list

1、中国博士后科学基金 China Postdoctoral Science Fund

①特别资助（站前）Special Fund by China Postdoctoral Science Foundation (before postdoc duration)

②面上资助 General Fund by China Postdoctoral Science Foundation

③特别资助（站中）Special Program for Postdoctoral Researcher (During postdoc duration)

④优秀学术专著出版资助 Publishing Fund by China Postdoctoral Science Foundation for Postdoctoral Researcher or Completed Postdoctoral Researcher

⑤江苏省博士后科研资助计划 Jiangsu Planned Projects for Postdoctoral Research Funds

2、国（境）外交流项目 National Postdoctoral International Exchange Program

①引进项目 International Fellowship Project for Researches in China

②学术交流项目 Academic Exchange Project

3、国家自然科学基金之外青专项 National Natural Science Foundation of China International (Regional) Cooperation and Exchange Program (The Research Fund for International Young Scientists)

各项目申报时间和要求，请及时关注当年发布的相关通知。

About the declaration time and requirements for each fund, please pay attention to the relevant notice issued that year.

六、联系方式 contact information

如果您有疑问，请联系江苏大学博士后管理办公室，电话+86-511-88788028，电子邮箱：bhk@ujs.edu.cn。谢谢

If you have any questions, please contact the Postdoctoral Management Office of Jiangsu University. Office tel: +86-511-88788028, E-mail: bhk@ujs.edu.cn.

Thank you for your attention!