

# 外国人来华 工作许可办事指南

Guide for Foreigners to Apply  
for Work Permit in China

上海市科学技术委员会

SCIENCE AND TECHNOLOGY COMMISSION OF SHANGHAI MUNICIPALITY

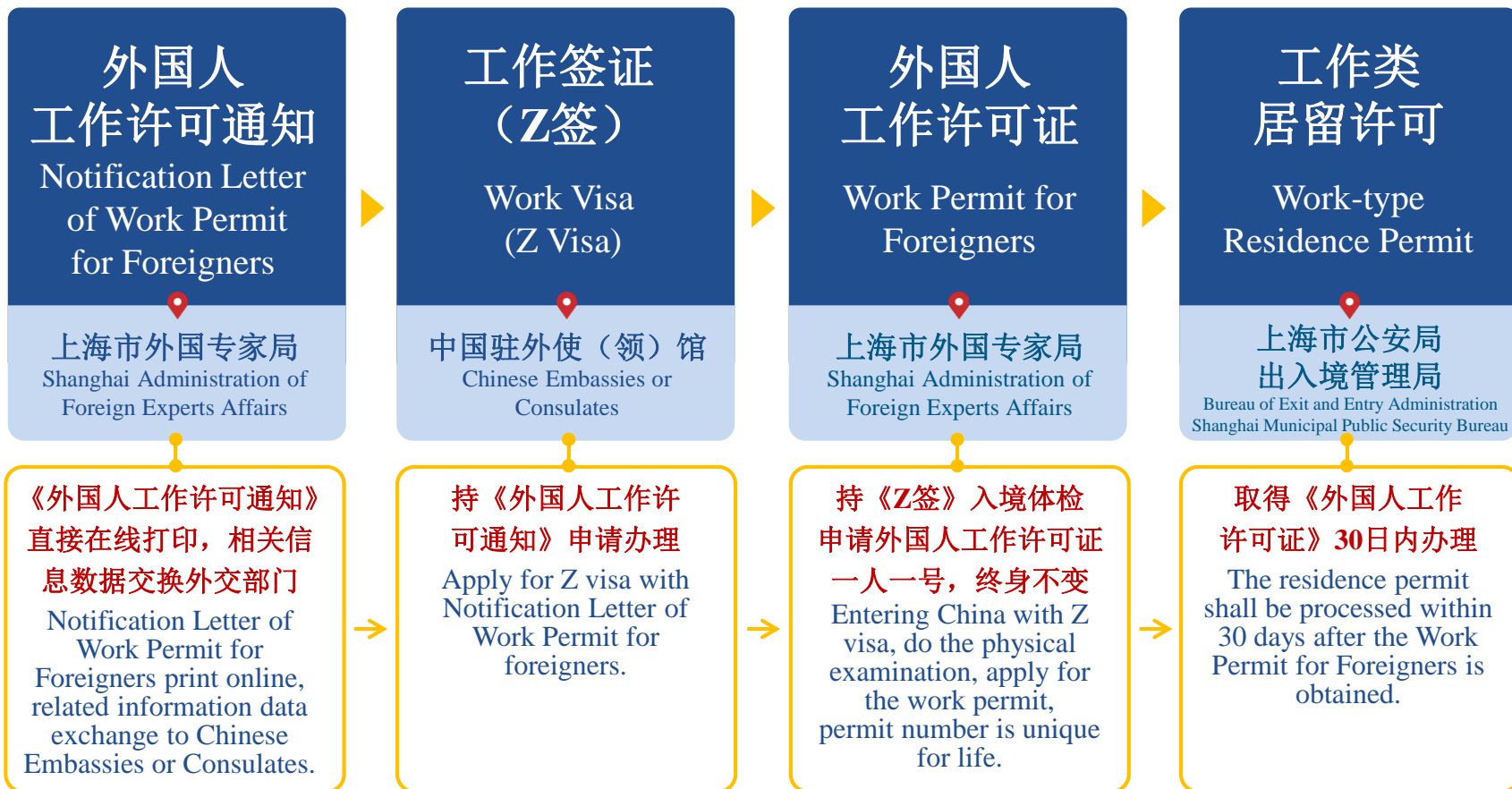
上海市外国专家局

SHANGHAI ADMINISTRATION OF FOREIGN EXPERTS AFFAIRS



# 在沪合法工作（常规流程）

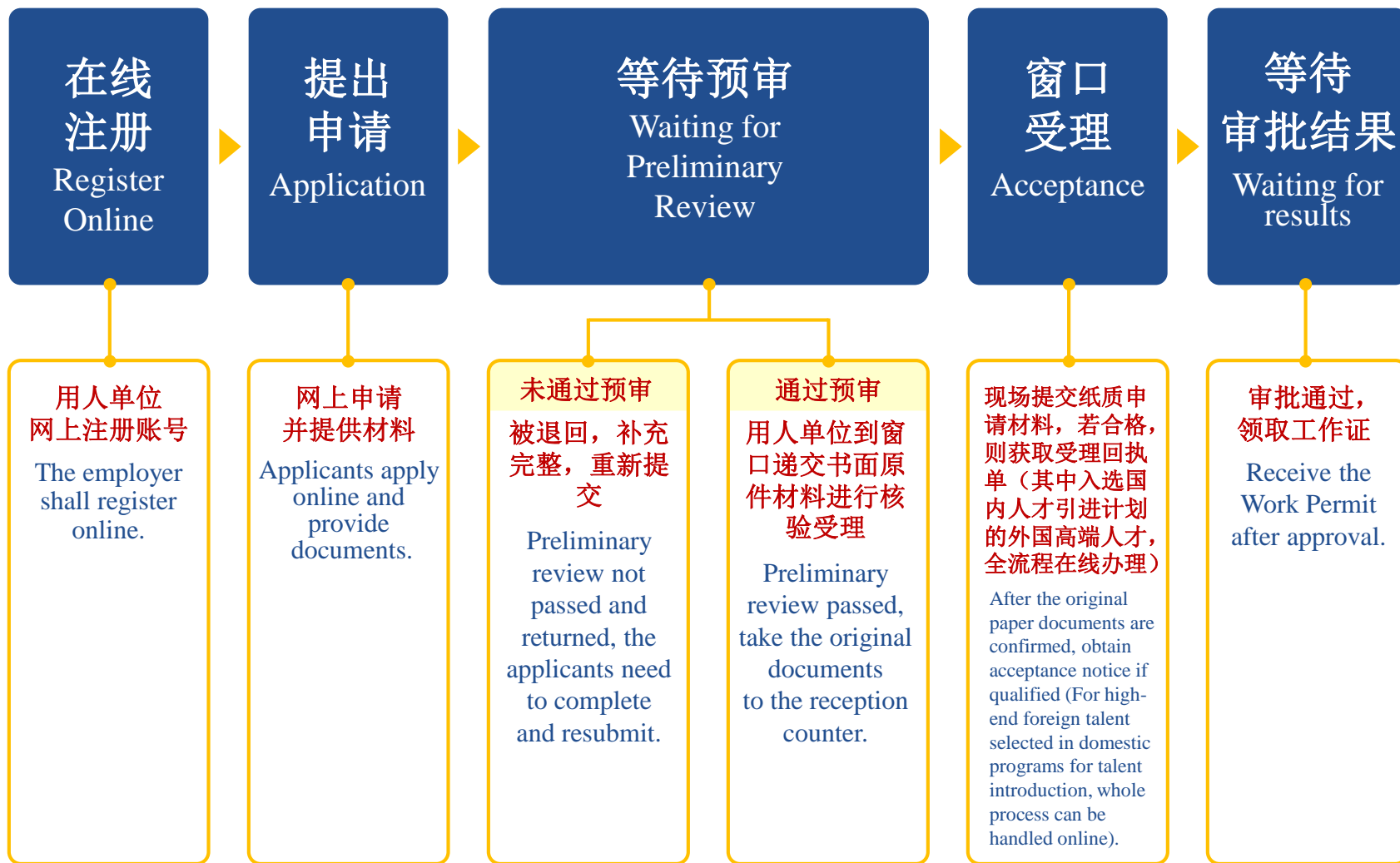
## Legal Work in Shanghai (Regular Process)



**注:**符合一定条件已入境申请者可以境内直接办许可证  
**Notes:** Applicants meeting conditions may directly apply for the work permit.

# 外国人来华工作许可办理流程

## Application Procedure of Work Permit for Foreigners



# 外国人来华工作现场受理流程

## Acceptance Procedure of Work Permit for Foreigners



上海市研发公共服务平台管理中心  
The Administrative Center of Shanghai R&D Public Service Platforms  
(上海市科技人才发展中心)  
Shanghai S&T Talents Development Center  
(上海市外国人来华工作服务中心)  
Shanghai Service Center for Foreigners Working in China

Step 1

根据业务类别领取相应排队号码

Getting a Queuing Number

Step 2

窗口提交材料

Submitting application documents

Step 3

领取受理通知单并等待审批结果

Obtaining acceptance notice and waiting for the approval result

Step 4

取证环节

Receiving the Work Permit for Foreigners

A类人才可选择:

### 1. 自行取证。 Collect by yourself.

用人单位选择在受理后第7个工作日，同时领取外国人工作许可证及工作居留许可。  
After 7 working days, collect the Work Permit for Foreigners and Residence Permit for Foreigners at reception.

### 2. 快递服务。 Express service.

用人单位选择快递服务，外国人工作许可证及工作居留许可将同时寄出。用人单位在核验材料时需告知窗口工作人员。  
If choosing express service, please inform the reception staff while submitting the application documents, and the Work Permit for Foreigners and the Residence Permit for Foreigners will be delivered together.

### A类

Category A



## 外国高端人才

High-end Foreign Professionals

外国高端人才(A类)是指符合“高精尖缺”和市场需求导向,中国经济社会发展需要的科学家、科技领军人才、国际企业家、专门特殊人才,符合以下条件之一:

High-end Foreign Professionals (Category A) refer to leading talent in science and technology, international entrepreneurs, special talent who meet one of the following requirements and conform to the orientation of “high-levels, elites, top leaderships, and urgently-needed people” and market demands and can contribute to China’s economic and social development.

A1

入选国内  
人才引进计划  
Selected in  
domestic talent  
introduction  
programs

A2

符合国际公认  
的专业成就认定  
标准  
Conform to the  
internationally  
recognized  
identification criteria  
for professional  
achievement

A3

符合市场导向的  
鼓励类岗位需求  
Fulfill the  
market-oriented  
demand for  
encouraged jobs

A4

创新创业人才  
Innovative and  
entrepreneurial  
talent

A5

优秀青年人才  
Excellent young  
talent

A6

计点积分在  
85分以上  
Foreign  
nationals  
with above  
85 points

### B类

Category B



## 外国专业人才

Foreign Professionals

### C类

Category C



## 其他外国人员

Other Foreigners

# 外国高端人才（A类）相关便利

## Convenience for High-end Foreign Talent (Category A)



**1.受理机构网上预审通过的直接受理，给予受理电子回执单。申请人入境前不需提供纸质材料进行核验。**

1. For the direct acceptance through preliminary review passed, the electronic acceptance notice shall be given . Applicants can provide no paper documents for verification before entry.

**2.入选国内相关人才计划的外国高端人才，全流程在线办理，无需提交纸质材料核验。**

2. For high-end foreign talent selected in domestic programs for talent introduction, full process can be handled online, no need to submit paper documents for verification.

**3.入选国内相关人才计划、符合国际公认专业成就认定标准的，工作资历证明采用承诺制。**

3. For those selected in domestic talent introduction programs, candidates who conform to the internationally recognized identification standard for professional achievement, the commitment system of work qualification certificate shall be adopted.

**4.入选国内相关人才计划、符合国际公认专业成就认定标准、符合市场导向的鼓励类岗位需求和创新创业人才，最高学位（学历）证书采用承诺制。**

4. For those selected in domestic talent introduction programs, candidates who conform to the internationally recognized identification standard for professional achievement, fulfill the market-oriented demand for encouraged jobs and innovative and entrepreneurial talent, the commitment system of highest degree (qualification) certificate shall be adopted.

# 外国高端人才（A类）相关便利

## Convenience for High-end Foreign Talent (Category A)



### 5.无犯罪记录证明采用承诺制。

5. The commitment system of no criminal record certificate shall be adopted.

### 6.持其他签证或有效居留许可已入境的，可境内申请外国人来华工作许可。

6. Those who have entered China with any other visa or a valid residence permit may apply for Work Permit for Foreigners in China.

### 7.申请外国人来华工作许可、外国人来华工作许可延期注销申请的，决定机构在5个工作日内进行审查并作出决定。

7. In case of Work Permit for Foreigners application, extension, cancellation, the decision-making authority shall review and make a decision within 5 working days.

### 8.可给予最长期限达5年的外国人来华工作许可。

8. The maximum valid period of the Work Permit for Foreigners shall be granted for 5 years.

### 9.无年龄、学历、工作经历限制。

9. No age, education, work experience restrictions.

### 10.与工作类居留许可并联受理,受理地址位于浦东新区民生路1500号三楼。

10. We have a joint service counter for Work Permit for Foreigners and residence permit. Address: 3F, No. 1500 Minsheng Road, Pudong New Area.

### 窗口接收 Reception at Reception

受理部门	上海市研发公共服务平台管理中心 (上海市科技人才发展中心) (上海市外国人来华工作服务中心) The Administrative Center of Shanghai R&D Public Service Platforms (Shanghai S&T Talent Development Center / Shanghai Service Center for Foreigners Working in China)	
受理地址	静安区梅园路77号一楼 1F, No.77 Meiyuan Road Jing'an District	浦东新区民生路1500号三楼 3F, No. 1500 Minsheng Road, Pudong New Area

### 网上接收 Online Reception

进入外国人来华工作管理服务系统 <https://fwp.safea.gov.cn>

也可直接登陆科学技术部政务服务平台 <https://fuwu.most.gov.cn> 进入外国人来华工作管理服务系统

Please directly access to the Service System for Foreigners Working China at <https://fwp.safea.gov.cn>;

or access to it via the government service platform of the Ministry of Science and Technology at <https://fuwu.most.gov.cn>



# 材料接收时间

## Reception Time



### 🕒 窗口受理时间 Reception Time at Reception

周一至周四 Monday to Thursday	<b>9:00-11:30</b>		<b>13:30-17:00</b>
周五 Friday	<b>9:00-11:30</b>		<b>13:30-15:00</b>

### 🕒 取号时间 Number Taking Time

周一至周四 Monday to Thursday	<b>8:45-11:15</b>		<b>13:15-16:45</b>
周五 Friday	<b>8:45-11:15</b>		<b>13:15-14:15</b>

# 其他信息

## More Details



- ◆ 上海研发公共服务平台官网 | <http://www.sgst.cn>
- ◆ Website of Shanghai R&D Public Service Platform | <http://www.sgst.cn>
- ◆ 咨询电话 | 800-820-5114 (座机), 400-820-5114 (手机)
- ◆ Service Hotline | 800-820-5114 (Telephone), 400-820-5114 (Mobile phone)
- ◆ 其他受理点详见各受理机构名称和地址列表  
请参阅上海市外国专家局网 | <http://shafea.sh.gov.cn>  
上海研发公共服务平台官网 | <http://www.sgst.cn> 外国人来华工作许可
- ◆ For other sites, refer to the list of names and addresses of the handling authorities  
Website of Shanghai Municipal Administration of Foreign Experts Affairs: <http://shafea.sh.gov.cn>  
Website of Shanghai R&D Public Service Platform: <http://www.sgst.cn>
- ◆ 若需了解更多详情, 请于资料台领取《外国人来华工作许可办理指南》
- ◆ For more details, please get the *Guide for Foreigners to Apply for Work Permit in China* at the information desk.