

外籍教师申请来华工作许可延期的主要流程和材料清单

Processes and Material List for Foreign Experts to Apply for the Extension of Working in China

根据国家外专局规定，外国专家的工作许可延期至少在原工作许可证截止日期前 30 天提交申请，否则将不予受理。需要提交的材料如下：

According to the Bureau of Foreign Experts Affairs of China, Foreign Teachers who apply to extend the Working Period in China should Submit the application 30 days (at least) before the expire date of the current “**Work Permit**”.

第一步： 办理工作许可证延期

Step 1: Apply for the Extension of Work Permit

1. 护照；

Passport;

2. 两寸白底彩色证件照；

Passport photo with white background;

3. 正式劳动合同；

Official Employment Contract;

4. 有效期内的居留许可；

Current Valid “Residence Permit”;

5. 原《外国人工作许可证》;

Current “Work Permit”;

6. 高端人才入选文件 (A类高端人才需提供);

Supporting Document for High Level Title of Foreign Talents (only apply to High Level Talents);

以上所有材料均需提交电子扫描件, 所有原件 (除证件照外) 也均需提交核验 (A类高端人才只需提供电子扫描件)

Both the scanned copy and original copy (except for the passport photo) are required to be submitted. (High Level Talents only need to submit the scanned copies)

第二步: 办理工作居留许可延期

Step 2: Apply for the Extension of Residence Permit

根据国家出入境管理局的规定, 外籍教师的工作居留许可延期至少在原居留许可截止日前7天提交申请。

According to the regulation of Entry & Exit Bureau of China, Foreign teachers who apply to extend the working period in China should submit the application at least 7 days before the expire date of the current “Residence Permit”.

居留许可证的办理周期为 15 天，请提前做好时间。

Please note that it takes about 15 days for the Entry & Exit Bureau to process the Residence Permit.

申请材料请参见文件：“外籍教师申请居留许可的材料清单”

Please reference “Material List for Residence Permit Application for Foreign Teachers ”

感谢您的配合！

Thank you for your cooperation!

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