



武汉大学
Wuhan University

Handbook for International Employees

A Guide to Working and
Living in WHU

外籍教师来华服务手册

Office of International Affairs
国际交流部

2019.10

A WELCOME MESSAGE

Welcome to Wuhan University (WHU)

WHU is regularly ranked in China's Top 10. It boasts of its most beautiful campus in China, and the Sakura season might what springs to mind when you think of it. It will be your home during your stay in China and also the place where you can meet friends from all around the world.

This handbook, provided by the Office of International Affairs, is to help our international employees to better adapt to their life and work in China. More useful detailed information can be found in this handbook.

If you need help, please do not hesitate to contact with us at 027-68752852 or expert@whu.edu.cn.

Wish you a pleasant stay at WHU and an unforgettable experience in China!



ABOUT THE OFFICE OF INTERNATIONAL AFFAIRS

国际交流部工作地点、时间、人员及联系方式



Address:

Office of International Affairs, Wuhan University,
No. 299, Bayi Road, Wuchang District, Wuhan,
Hubei Province P.R. China, 430072.

工作地址:

中国湖北省武汉市武昌区八一路299号 武汉大学国际交流部



Office Hours: (Monday-Friday)

Early May to late September: 8:00-12:00 14:30-18:00

Early October to late April: 8:00-12:00 14:00-17:30

工作时间:

夏季工作时间: 8:00-12:00 14:30-18:00

冬季工作时间: 8:00-12:00 14:00-17:30



Office of Foreign Experts Affairs Room 201

外国专家工作办公室 国际交流部201室

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Tel. 027-68752852 E-mail expert@whu.edu.cn



For more information

Please visit: <http://oir.whu.edu.cn/wzj1/zqzj1.htm>



Emergency Contact Number



In China



火警电话

Fire and Rescue



Public Security



Ambulance Call

Caution! Emergency calls should only be made in case of emergency.

CONTACT US

I

OVERVIEW

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ABBREVIATION LIST

ABBREVIATION	DEFINITION
武大	武汉大学
WHU	Wuhan University
专家办	武汉大学外国专家工作办公室
Office of Foreign Experts Affairs	Office of Foreign Experts Affairs in Wuhan University
《通知》	《外国人来华工作许可通知》
NLFWP	Notification Letter of Foreigners' Work Permit in the People's Republic of China
《工作许可》	《外国人来华工作许可》
FWP	Foreigners' Work Permit in China
《居留许可》	《外国人来华居留许可》
FRP	Foreigners' Residence Permit in China



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服务指南



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大武汉

Wuhan University



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ATTENTIONS

注意事项

These regulations must be strictly abided by

请严格遵守以下规定

1. International employees in China shall observe relevant laws and regulations of the People's Republic of China, and shall not impair the sovereignty, security or public interests of the People's Republic of China.

请来华人员严格遵守中华人民共和国的相关法律，不得作出损害中华人民共和国主权、安全或者社会公共利益的行为。

2. International employees in China shall observe relevant laws and regulations of Wuhan University and their home institutions.

请来华人员务必遵守武汉大学，以及受聘单位的相关制度和要求。

3. International employees in China shall follow the administration process to ensure efficient applications and settlements of the affairs concerned.

请来华人员务必尊重相关办事流程，以实现顺利办理相关业务事宜。

Extra attention should be paid to following issues 几个特别需要注意的事项

1. Please pay attention to the duration of your FRP. Expired FRP without in-time extension will lead to the deportation.

请您特别留意居留证期限，一旦超期且未办理相关手续，责请离境。

2. Please pay attention to your health in China and have an in-time medical treatment once you do not feel well.

请您特别留意您的在华健康情况，如您感到身体不适，请及时就医。

3. Your activity participation must be in line with your visa type.

请您一定根据所持签证类型，从事相应活动。

4. Financial security requires extra attention.

请您一定注意自己的资金安全。

Please have extra copies of following document

请多准备几份以下材料

1. Your passport 护照

2. Your visa 签证复印件

3. The passport and visa of your accompaniers 随行家属护照及签证复印件



About the handbook

1. This handbook is bilingual in English and Chinese. In case of discrepancy, the Chinese version prevails.

该手册有中英两种语言，如有歧义，请以中文版为准。

2. The content of this handbook will get timely update upon the changes of relevant regulations.

因具体材料或要求会因规定的变化而有所改变，我们将及时更新相关内容。

3. To get the electronic edition of this handbook, please visit :

<http://oir.whu.edu.cn>

手册的电子版本，请在武汉大学国际部网站进行下载。

手册提醒

How to use this handbook

You can read this handbook via

“ **Handbook Contents** ” or “ **Handbook Legend** ”

P3

P4

该手册具有 **目录引导** 和 **图例引导** 两种方式：

P3

P4

The “ Handbook Contents ” offers you an overview to know about all the services provided.

通过目录引导可以通读服务手册，以便了解所有的服务信息。

The “ Handbook Legend ” will lead you to the specific service information in each section.

通过图例引导，以便快速准确定位了解某一个具体环节的服务信息。

手册使用指南



II

INTERNATIONAL EMPLOYEES TO WORK IN CHINA

来华手续流程一览

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外国人来华工作许可办理流程图

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Before your Visit to China

NLFWP Application P15

办理外国人来华许可通知

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After your Arrival in China

FWP Application P27

办理外国人来华工作许可

FRP Application P40

办理外国人来华居留许可

故人西辞黄鹤楼

烟花三月下扬州

孤帆远影碧空尽

唯见长江天际流



AN OVERALL APPLICATION FLOWCHART

手续办理总流程图

International Employees to Work in WHU for a Long Term
(90 Days and Above)

来校长期工作的外籍人员手续办理说明(90天以上, 含90天)



“Applicant” hereafter refers to international employees
applying for FRP

申请办理外国人来华工作手续的外籍人员, 下文称 “申请人”

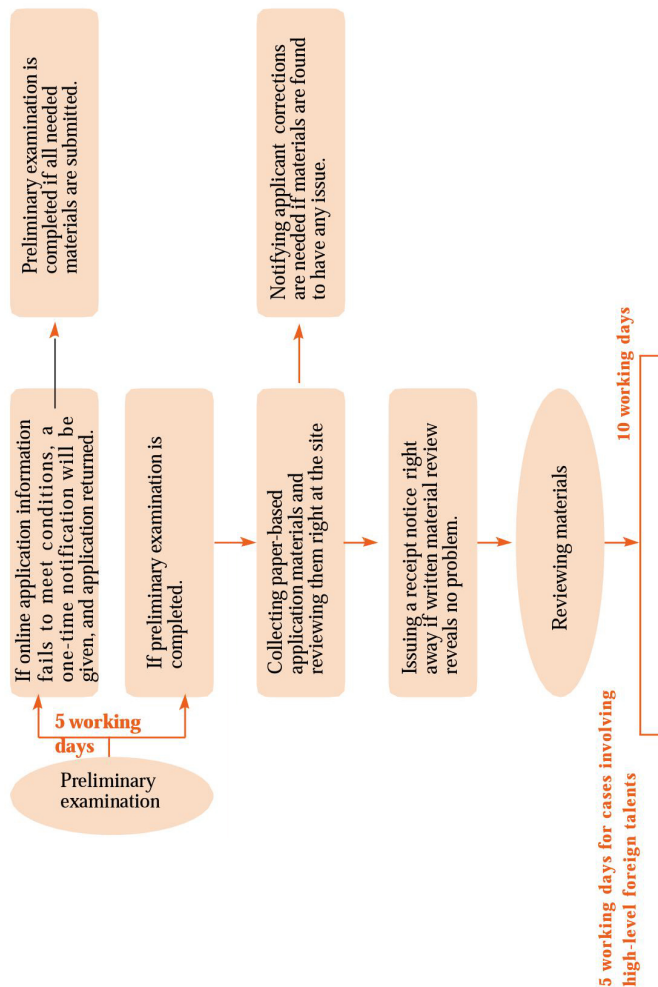
Office of International Affairs and the host department will provide applicants
with assistance in application

国际交流部及主请单位共同协作申请人办理来华工作手续相关步骤

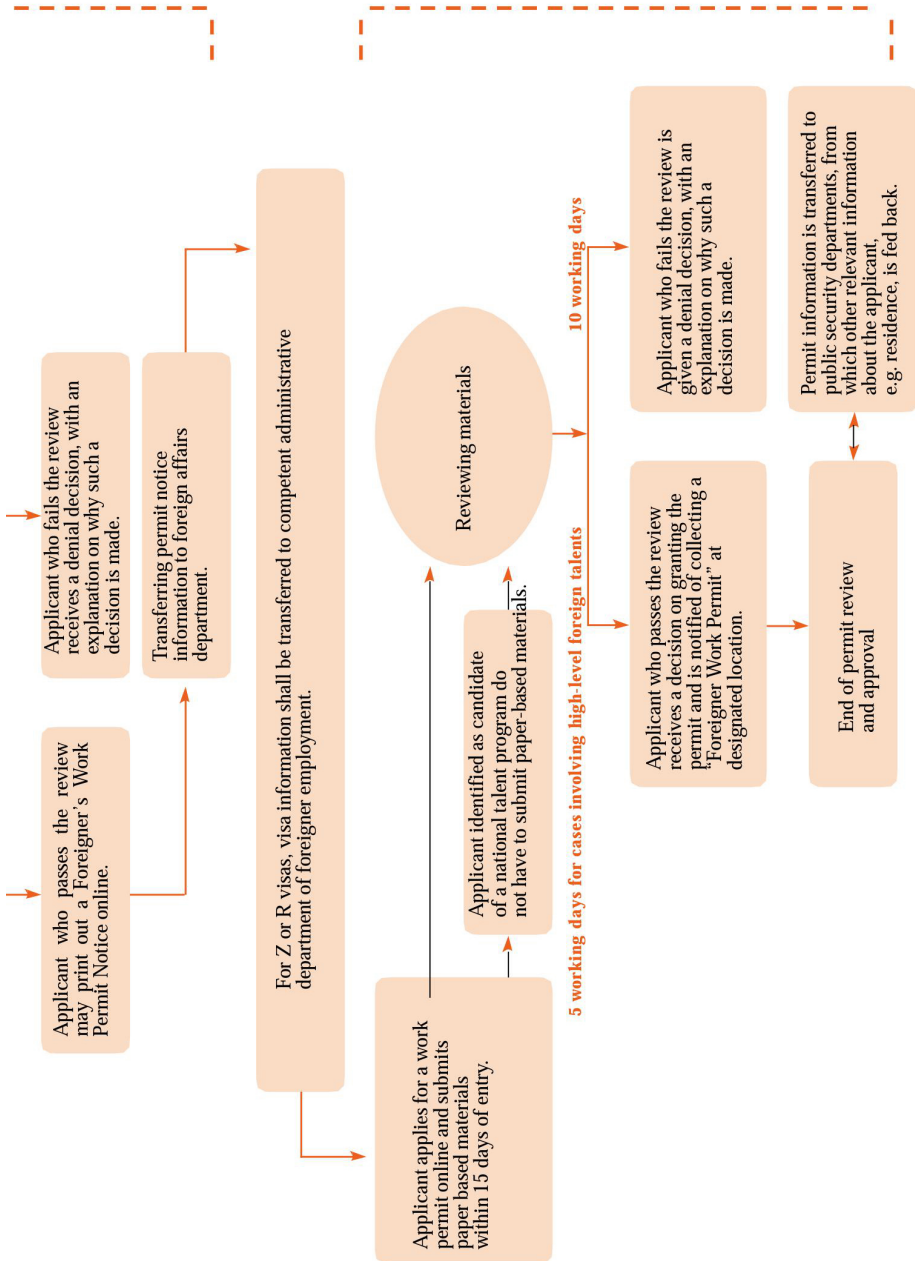
FLOWCHART FOR FOREIGNER'S WORK PERMIT APPLICATION

外国人来华工作许可办理流程图

International Employees to Work in WHU for a Long Term (90 Working Days and Above)



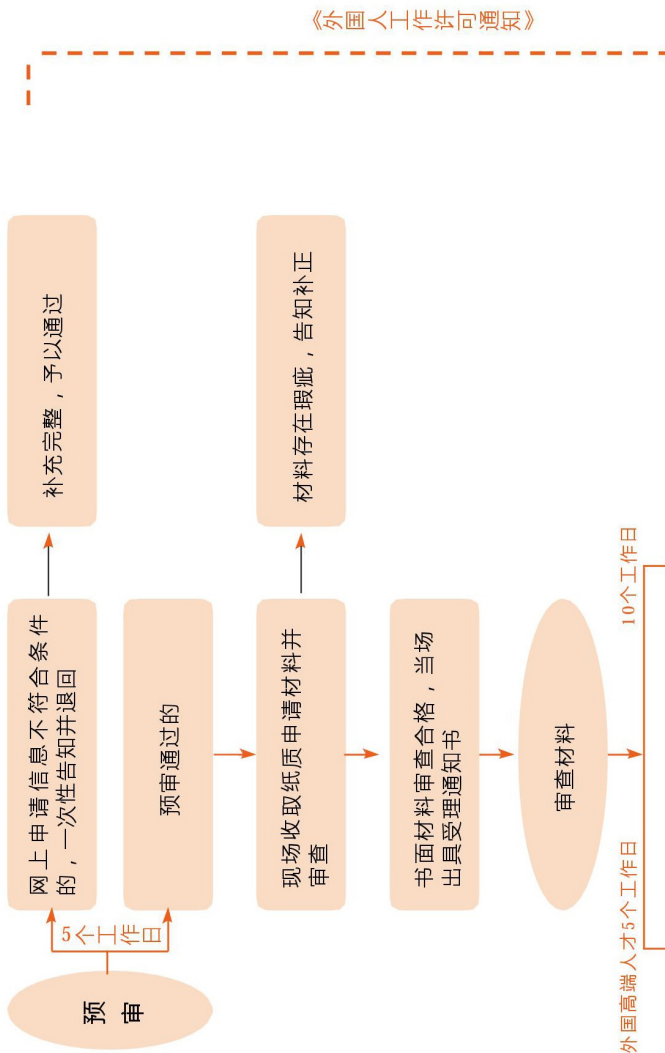
Foreigner's Work Permit



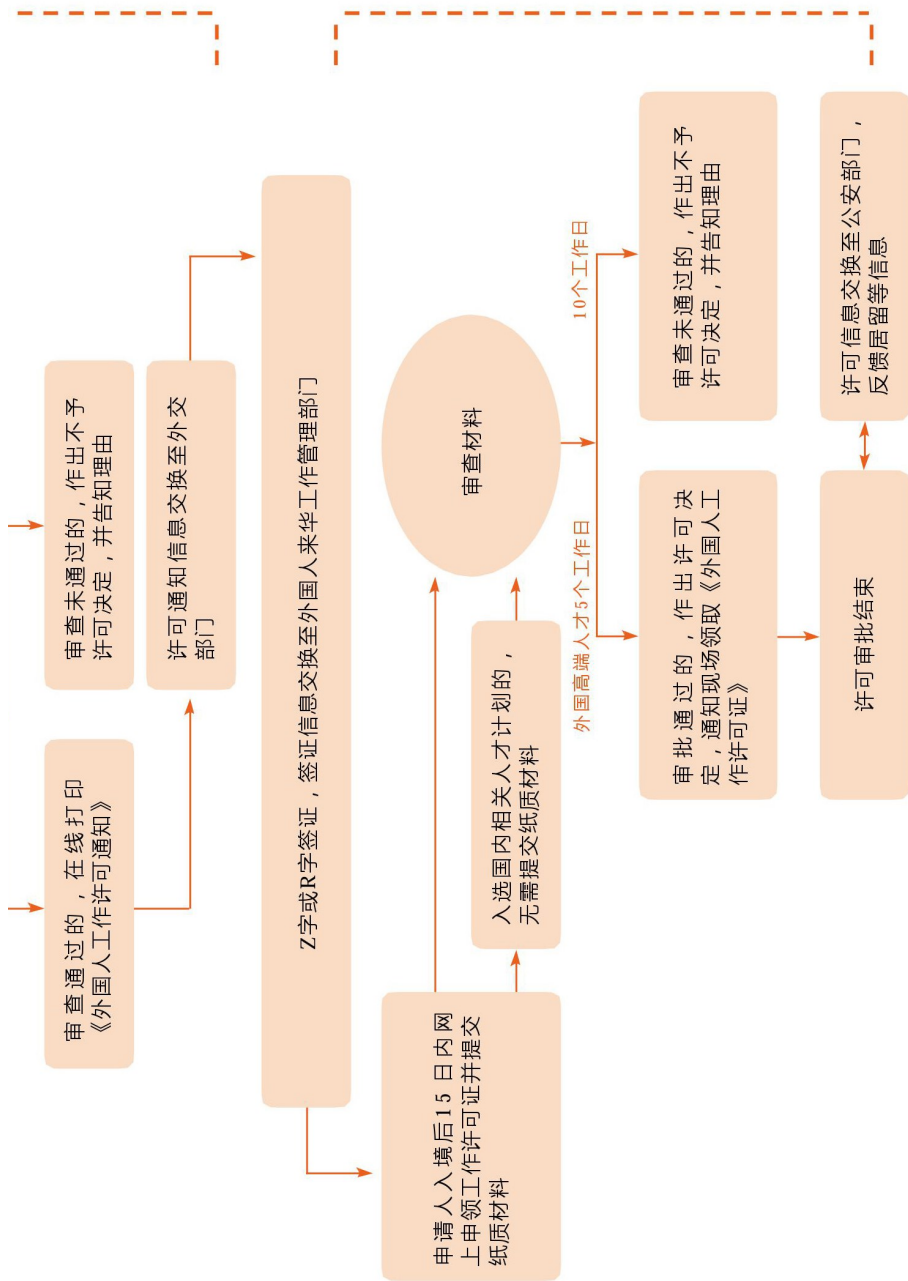
FLOWCHART FOR FOREIGNER'S WORK PERMIT APPLICATION

外国人来华工作许可办理流程

申请来华工作90日以上



《外国人工作许可证》



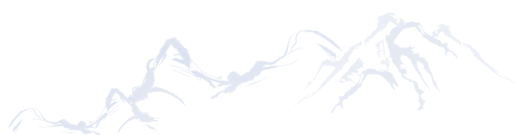
BEFORE

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TO CHINA





NLFWP

Application

NOTIFICATION LETTER OF FOREIGNERS' WORK PERMIT

办理外国人来华工作许可通知

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How to Apply for NLFWP *P16*

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办理外国人来华许可通知注意事项



HOW TO APPLY FOR NFWP

主请单位备好材料
联系专家办

The receiving department gets required documents prepared and contacts the Office of International Experts Affairs

省外专局网上一级预审通过
(3个工作日内)

Hubei Provincial Administration of Foreign Experts Affairs contacts an online preliminary review within 3 working days

省外专局网上审查通过
(7-10个工作日)

Hubei Provincial Administration of Foreign Experts Affairs conducts an online review within 7-10 working days

主请单位将《通知》发给申请人
The receiving department gives the issued FWP to the applicant

01
STEP

申请人协助主请单位准备所需材料
Applicant prepares required documents

为申请人向省外专局网申《外国人来华工作许可通知》

Helps applicant with online NFWP application from Hubei Provincial Administration of Foreign Experts Affairs

02
STEP

03
STEP

至专家办领取申请文函

Get the application letter from the Office of International Experts Affairs

携所有纸质申请资料送至省外专局
Submit all the documents required to Hubei Provincial Administration of Foreign Experts Affairs

04
STEP

05
STEP

网上下载《外国人来华工作许可通知》

Download the FWP online

申请人向我国驻外使领馆申请 Z 签

Applicant applies for Z visa from Chinese embassies and consulates in his or her country

06
STEP

FINISH



HOW TO APPLY FOR NLFWP

注 意 事 项

1. 所称“省外专局”特指湖北省外国专家局。
地址：湖北省科学技术厅政务服务大厅，武昌区桃山村2号楼1楼，洪山礼堂对边东四路前行约100米；
联系电话：027-87131811
2. 部分高端人才的申请材料略有不同，请先跟外国专家办公室联系予以确认。
3. 表格所列材料为一般情况下所需文件，如有特殊情况需根据主管部门要求相应增加材料。
4. 关于文书领事认证规定可查询中国领事服务网或具体联系相应的中国驻外使、领馆。
中国领事服务网网址：<http://www.cs.mfa.gov.cn/>
5. 网申若被退回，则**重新开始计时**。

Notes

Hubei Provincial Administration of Foreign Experts Affairs

Address: Hubei Provincial Science and Technology Department Service Center (1st Floor, Building 2, Taoshancun Community, Biandong 4th Road, Wuchang District, about 100 meters away from Hongshan Auditorium)

Tel: 027-87131811

Some special documents are required for the application of high-end talents. Please contact the Office of International Experts Affairs for confirmation.

The documents listed as follows are generally required. Additional documents are also required at the request of relevant authorities

Regulations on the permit legalization can be find on the website of China Consular Affairs (<http://cs.mfa.gov.cn/>), or you can consult relevant Chinese embassy or consulate abroad.

If the online preliminary application is rejected, the application has **to be retimed**.

RD REQUIRED DOCUMENTS

NO.	Documents	Paper & Elec.	Requirements and Note	
	Application Form for Long-term International Employees' Employment (WHU)			
1	武汉大学聘请 长期外籍人员 申请表	Printed 纸质	<p>主请单位领导亲笔签字、院系盖章</p> <p>The application form requires the signature of the host department chairperson and the official seal of the school</p> <p>下载地址: Please visit http://oir.whu.edu.cn/info/1035/2327.htm the form to down load</p>	ZOF
2	申请人护照 Applicant's Passport copy	Printed and Elec. 纸质和 电子版	<p>护照或国际旅行证件信息页</p> <p>The information page of the passport or other documents for international travel</p> <p>护照有效期不得少于6个月</p> <p>The passport must be valid for at least than 6 months from the date of submission</p>	ZOF
3	工作经历证明 Credential of Working Experience	Printed and Elec. 纸质和 电子版	<p>由申请人原工作过的单位出具, 从事与现聘用岗位工作相关的工作经历</p> <p>This credential must be issued by employers that the applicant has worked for, listing the applicant's working experience related to the current occupation</p> <p>包括职位、工作时间或曾做过的项目, 需申请人原工作单位加盖公章或负责人签字, 并留有证明联系人有效联系电话或电子邮件</p> <p>Specific information to be listed in this credential includes the applicant's former occupations, dates and job description. The signatures or the seals of the applicant's former employers are required along with valid phone number or E-mail address of relevant reference</p>	NOTE

		<p>最高学位 (学历) 证书在国外获得的, 应经我驻外使、领馆或由申请人获得学位 (学历) 所在国驻华使、领馆或我国学历认证机构认证</p> <p>Highest Academic Degree (or Educational) Certificate obtained outside China shall be certified by Chinese embassy or consulate in the applicant's country where the HADC is obtained, or by the Chinese Service Center for Scholarly Exchange, or by the country's embassy in China</p> <p>如有国外专业资格证明, 应经我驻外使、领馆认证, 或获得专业资格证明所在国的驻华使、领馆认证或公证机构对原件公证</p> <p>Professional qualification certificate obtained outside China shall be certified by Chinese embassy or consulate in the or the country where the certificate is obtained, or by relevant notary department in China, or by the country's embassy in China</p> <p>我国法律法规规定应由行业主管部门前置审批或具备我国相应准入类职业资格, 应提供行业主管部门批准文书或职业资格证明</p> <p>Approval documents or professional qualification certificates from the competent department of the industry is required if the laws and regulations of China stipulate a pre-approval from the department or the applicant possesses professional qualification certificates for vocational accession</p>
4	<p>最高学位 (学历) 证书或相关批准文书、职业资格证明</p> <p>Highest Academic Degree (or Educational), Professional Qualification Certification or Relevant Approval Documents</p>	<p>Printed and Elec. 纸质和电子版</p> <p>最高学位 (学历) 证书在港澳特别行政区和台湾地区获得的, 应经过我国学历认证机构认证或经所在地区公证机构公证</p> <p>Highest Academic Degree (or Educational) Certificate obtained in Hong Kong or Macao SAR or Taiwan shall be certified by Chinese Service Center for Scholarly Exchange or by the local notary department in these regions</p> <p>职业资格证明在港澳特别行政区和台湾地区获得的, 应经所在地区公证机关与原件公证</p> <p>Professional qualification certificate obtained in Hong Kong or Macao SAR or Taiwan shall be certified by the local notary department in these regions</p>

N O T E

NO.	Documents	Paper & Elec.	Requirements and Note
5	<p>无犯罪记录证明</p> <p>Criminal Record Check</p>	<p>Printed and Elec.</p> <p>纸质和电子版</p>	<p>应由申请人国籍国或经常居住地警察、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</p> <p>Criminal Record Check shall be issued by the police, security department or courts in the applicant's state of nationality or the applicant's habitual residence, and it shall be certified by Chinese embassy or consulate in the relevant country or relevant country's embassy or consulate in China</p> <p>无犯罪记录签发时间应在6个月内</p> <p>Criminal Record Check shall be issued for no longer than 6 months by the date of submission</p> <p>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</p> <p>Criminal Record Check issued in Hong Kong or Macao SAR or Taiwan shall be certified by the local notary department in these regions</p> <p>NOTE</p>
6	<p>聘用合同或派遣证明</p> <p>Employment Contract or Dispatch Approval</p>	<p>Printed</p> <p>纸质版</p>	<p>单位实际聘用并支付工薪的人员必须提供聘用合同。原则上准备中文合同、外文合同各一份</p> <p>Employment Contract must be provided for actual employment and salary payoff. The contract is required to be drafted in both Chinese and another language used by the applicant</p> <p>NOTE</p> <p>应当包括工作地点、工作内容、薪酬、来华工作时间、职位等必要内容</p> <p>Employment Contract must include such information as working location, job description, salary, working duration in China and occupation</p>

7	<p>体检证明</p> <p>Certificate of Health Verification for Foreigner or Overseas Chinese</p>	<p>Printed and Elec. 纸质和电子版</p>	<p>由中国检验检疫部门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，或由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</p> <p>Applicant shall provide Physical Examination Record for Foreigner or Overseas Chinese or Certificate of Health Verification issued by Department of Entry-Exit Inspection and Quarantine, PRC, or a health checkup credential issued by an overseas health and medical institution approved by Department of Entry-Exit Inspection and Quarantine, PRC</p> <p>签发时间应在6个月内</p> <p>The certificate shall be issued for no longer than 6 months by the date of submission</p>	<p>N O T E</p> <p>经中国检验检疫机构认可的境外卫生医疗机构名单，可至当地中国驻外使、领馆网站查询</p> <p>The list of overseas health and medical institutions approved by Department of Entry-Exit Inspection and Quarantine, PRC, can be downloaded from the website of Chinese embassy or consulate in relevant country</p>
8	<p>简历</p> <p>Curriculum Vitae</p>	<p>Printed and Elec. 纸质和电子版</p>	<p>需载明申请人自本科以来的教育经历和工作经历。应有外文及中文翻译件。</p> <p>The CV shall clearly list the applicant's education and working experience since the undergraduate period. The CV in the language used by the applicant shall be provided along with its Chinese version</p>	<p>N O T E</p> <p>需包括最高学历、婚姻状况、电子邮箱、曾授予护照的国家和地区、拟办理签证地等信息</p> <p>Other information shall include the applicant's highest academic degree, marital status, E-mail address, countries or regions that ever issue the applicant a passport, the location where the applicant intends to apply for a visa</p>

RD REQUIRED DOCUMENTS

N O.	Documents	Paper & Elec.	Requirements and Note	
9	<p>申请人6个月内正面免冠照片</p> <p>The Bareheaded and Full-faced Photo of Applicant Taken in the Last 6 Months</p>	<p>Printed and Elec. 纸质和电子版</p>	<p>白色背景，无边框，面部特征完整，图像清晰。</p> <p>The photo shall be unmounted in white background, full-faced with clear image</p>	<p>N O T E</p>
				<p>JPG格式，大小40K-120K字节之间，不低于354（宽）*472（高）像素，不大于420（宽）*560（高）像素、24真色彩。</p> <p>Format: JPG</p> <p>Size: between 40K-120K bytes</p> <p>Pixels: 354 (wide) * 472 (high) — 420 (wide) * 560 (high)</p> <p>24 bit color image</p>
10	<p>随行家属相关证明材料</p> <p>Credential Documents of Accompanying Family Members</p>	<p>Printed and Elec. 纸质和电子版</p>	<p>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-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）以及电子照片。</p> <p>Documents shall include the passport (or other international travel documents) information page of the applicant's accompanying family members, their family relationship certificate (spouse-marriage certificate, child-birth certificate or adoption certificate, parent or spouse's parent certificate-applicant birth certificate or marriage certificate or notary certificate), physical examination report (family members over 18 years old) and their electronic photos</p>	

10			<p>随行家属包括配偶、未年满18周岁的子女、父母及其配偶父母；非中文证明需经中国驻外使、领馆认证，并提供中文翻译件</p> <p>Accompanying family members include the applicant's spouse, children under the age of 18, parents and their spouse's parents. Non-Chinese certificates need to be certified by Chinese embassies and consulates in the applicant's country and its Chinese version shall be provided as well</p>
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N O T E

提示:

关于文书领事认证规定，可查询中国领事服务网

<http://cs.mfa.gov.cn/>

或具体联系相应的中国驻外使、领馆。

Tips:

Visit China Consular Affairs website <http://cs.mfa.gov.cn/> for regulations on consular certification, or you can call Chinese embassies and consulates in relevant country for specific information.

ATTENTIONS

注意事项

	材料准备好后，请将所有的材料清晰的彩色扫描件发给校内联系人。
1	When all these documents get well prepared, please send a clear color scan of them to your contact person in WHU.
	表格所列材料为一般情况下所需文件，部分高端人才的申请材料略有不同，如有特殊情况需根据主管部门要求予以 变化 。
2	The documents listed above are generally required. Some special documents are required for the application of high-end talents. Additional documents are required at the request of relevant authorities.
	网申若被退回，则重新开始计时。
3	If the online preliminary application is rejected, the application has to be re-timed
4	所称“省外专局”特指湖北省外国专家局，地址：湖北省科学技术厅政务服务大厅（武昌区桃山村2号楼1楼，洪山礼堂对边东四路前行约100米）。 联系电话：027-87827927。

4	<p>Hubei Provincial Administration of Foreign Experts Affairs</p> <p>Address: Hubei Provincial Science and Technology Department Service Center (1st Floor, Building 2, Taoshancun Community, Biandong 4th Road, Wuchang District, about 100 meters away from Hongshan Auditorium)</p> <p>Tel: 027-87827927</p>
5	<p>来华时，请携带所有证件及材料原件。</p> <p>Please bring all the originals of these documents with you when you come to China.</p>



UPON

YOUR

来华后

ARRIVAL



TO CHINA





FWP Application

FOREIGNER'S WORK PERMIT IN CHINA

办理外国人来华工作许可



Two Different Cases of FWP Application P28

两种办理情况说明

Case ONE, How to Apply P29

第1类 FWP 申请流程

Case ONE, Required Documents P30

第1类 办理FWP所需材料

Case TWO, How to Apply P33

第2类 FWP 申请流程

Case TWO, Required Documents P34

第2类 办理FWP所需材料

ATTENTION

**Attention: there are two different cases of FWP application,
and please check your type before application**

注意事项：存在两种申请情况，请核对正确申办类型

CASE 1

境内**申领** 《外国人来华工作许可证》

适用情形：

申请人获得《外国人来华工作许可通知》后，
已申请 Z 签并已入境。

The applicable circumstances: The applicant has obtained NLFWP
and entered China with a **Z** visa

CASE 2

境内直接**申领** 《外国人来华工作许可证》

使用情形：申请人已持 **Z** 签以外其他合法签证或居留许可入境，
且申请人条件详见外专发〔2017〕36号《国家外国专家局关于
印发外国人来华工作许可服务指南（暂行）的通知》
文件规定（P12-13）

The applicable circumstances: The applicant has entered China with a valid visa
(excluding **Z** visa) or valid FRP. And belongs to those cases listed in Instruction on
Foreigner's Working Permit Application (Interim)
by the Administration of Foreign Experts Affairs [2017] No.36 (P12-13)

CASE 1

**Before the application, applicant shall *have obtained NLFWP*,
and has entered China *with a Z visa***

开始流程前，申请人获得《外国人来华工作许可通知》后，已申请Z签并已入境



CASE 1

REQUIRED DOCUMENTS

NO.	Documents	Paper & Elec.	Requirements and Note
1	<p>申请人所持 Z 签证</p> <p>Z Visa held by Applicant</p>	Printed and Elec.	<p>护照（或国际旅行证件）签证页、入境签章页或居留许可信息页</p> <p>The information page of the passport (or other documents for international travel), the seal page of the entry visa or the FRP information page</p> <p>需要与申请《外国人工作许可通知》时所持护照一致</p> <p>The visa information shall be in line with that on the applicant's passport</p>
2	<p>聘用合同</p> <p>Employment Contract</p>	Printed and Elec.	<p>应当包括工作地点、内容、薪酬、来华工作时间、职位、盖章页（签字）</p> <p>Employment Contract shall include such information as working location, job description, salary, working duration in China, occupation and seal of employment (signed)</p>
3	<p>体检证明</p> <p>Certificate of Health</p>	Printed and Elec.	<p>由中国检验检疫部门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。</p> <p>Applicant shall provide Physical Examination Record for Foreigners or Overseas Chinese or Certificate of Health Verification issued by Department of Entry-Exit Inspection and Quarantine, PRC, or a health checkup credential issued by an overseas health and medical institution approved by Department of Entry-Exit Inspection and Quarantine, PRC.</p> <p>签发时间应在6个月内</p> <p>The certificate shall be issued for no longer than 6 months by the date of submission</p> <p>经中国检验检疫机构认可的境外卫生医疗机构名单，可至当地中国驻外使、领馆网站查询</p> <p>The list of overseas health and medical institutions approved by Department of Entry-Exit Inspection and Quarantine, PRC, can be downloaded from the website of Chinese embassy or consulate in relevant country</p>

- (1) 所称“省外专局”特指湖北省外国专家局。地址：湖北省科学技术厅政务服务大厅。（武昌区桃山村2号楼4楼，洪山礼堂对边东四路前行约100米）**Hubei Provincial Administration of Foreign Experts Affairs**
Address: Hubei Provincial Science and Technology Department Service Center (1st Floor, Building 2, Taoshancun Community, Biantong 4th Road, Wuchang District, Hubei Province, P.R. China. About 100 meters away from Hongshan Auditorium) **Tel:** 027-87131811
- (2) 申请《外国人来华工作许可通知》时未提交原件核验的材料，申领《外国人工作许可证》时应提交**原件**核验。
 Those original required documents not submitted when applying for NLFWP shall be submitted when applying for FWP for verification.
- (3) 湖北省检验检疫机构为湖北国际旅行卫生保健中心出具，地址：洪山区珞狮路453号。
 The inspection and quarantine department in Hubei Province is Hubei International Travel Health Care Center, and relevant verification documents shall be issued by this institution.
 Address: No. 453 Luoshi Road, Hongshan District, Hubei Province, P.R. China
- (4) 根据体检机构规定，申请人办理体检证明需要**3个**工作日。
 It takes 3 working days to get the Certificate of Health Verification upon the application submission
- (5) 网申若被退回，则**重新开始计时**。
 If the online preliminary application is rejected, the application has to be re-timed

Hubei International Travel Health Care Center (湖北省国际旅行卫生保健中心):
Web site: <http://www.hhithc.com/index.jsp>

地址：洪山区珞狮路453号 Address: No. 453 Luoshi Road, Hongshan District, Wuhan, Hubei
 联系电话：027-87384283 Tel. 027-87384283
 工作时间：Working Hours (Monday to Friday)

8:00-11:30 (11月1日 - 次年4月30日) 1st November-30th April

7:30-11:30 (05月1日 - 10月31日) 1st May-31st October

中华人民共和国 外国人工作许可证 样 式



CASE 2

*** A valid visa (excluding Z visa) or valid FRP**



CASE 2

REQUIRED DOCUMENTS

NO.	Documents	Requirements and Note
1	武汉大学聘请长期外籍人员申请表 Application Form for Long-term International Employees Employment (WHU) printed	主请单位领导亲笔签字、院系盖章 The application form requires the signature of the department chairperson and the official seal of the host department 下载地址: Please visit http://oir.whu.edu.cn/info/1035/2327.htm to download the form NOTE
2	申请人护照 Applicant's Passport copy Printed and Elec.	护照或国际旅行证件信息页 The information page of the passport or other documents for international travel 护照有效期不得少于6个月 The passport must be valid for at least 6 months from the date of submission 由申请人原工作过的单位出具，从事与现聘用岗位工作相关的工作经历 This credential must be issued by employers that the applicant has worked for, listing the applicant's working experience related to the current occupation NOTE
3	工作资历证明 Credential of Working Experience Printed and Elec.	包括职位、工作时间或曾做过的项目，需申请人原工作单位加盖公章或负责人签字，并留有证明联系人有效联系电话或电子邮件 Specific information to be listed in this credential include the applicant's former occupations, dates and job description. The signatures or the seals of the applicant's former employers are required along with valid phone number or E-mail address of relevant reference NOTE

最高学位（学历）证书在国外获得的，应经我驻外使、领馆或由申请人获得学位（学历）所在国驻华使、领馆或我国学历认证机构认证。

Highest Academic Degree (or Educational) Certificate (HADC) obtained outside China shall be certified by Chinese embassy or consulate in the applicant's country where the HADC is obtained, or by the Chinese Service Center for Scholarly Exchange, or by the country's embassy in China

如有**国外专业资格证明**，应经我驻外使、领馆认证，或获得专业资格证明所在国的驻华使、领馆认证或公证机构对原件公证。

Professional qualification certificate obtained outside China shall be certified by Chinese embassy or consulate in the or the country where the certificate is obtained, or by relevant notary department in China, or by the country's embassy in China

我国法律法规规定应由行业主管部门前置审批或具备我国相应准入类职业资格的，应提供行业主管部门批准文书或职业资格证明。

Approval documents or professional qualification certificates from the competent department of the industry are required if the laws and regulations of China stipulate a pre-approval from the department or the applicant possesses professional qualification certificates for vocational accession

最高学位（学历）证书在港澳特别行政区和台湾地区获得的，应经过我国学历认证机构认证或经所在地区公证机构公证

Highest Academic Degree (or Educational) Certificate obtained in Hong Kong or Macao SAR or Taiwan shall be certified by the Chinese Service Center for Scholarly Exchanges, or by the local notary department in these regions

职业资格证明在港澳特别行政区和台湾地区获得的，应经所在地区公证机关与原件公证

Professional qualification certificate obtained in Hong Kong or Macao SAR or Taiwan shall be certified by the local notary department in these regions

最高学位（学历）证书或相关批准文书、职业资格证明

Credential of Working Experience

Printed and Elec.

N O T E

CASE 2

REQUIRED DOCUMENTS

NO.	Documents	Paper & Elec.	Requirements and Note
5	无犯罪记录证明 Criminal Record Check Printed and Elec.		<p>应由申请人国籍国或经常居住地警察、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。</p> <p>Criminal Record Check shall be issued by the police, security department or courts in the applicant's state of nationality or the applicant's habitual residence, and it shall be certified by Chinese embassy or consulate in the relevant country or relevant embassy or consulate in China</p> <p>无犯罪记录签发时间应在6个月内。</p> <p>Criminal Record Check shall be issued for no more than 6 months by the date of submission</p>
			<p>NOTE</p> <p>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。</p> <p>Criminal Record Check issued in Hong Kong or Macao SAR or Taiwan shall be certified by the local notary department in these regions</p>
6	聘用合同或派遣证明 Employment Contract or Dispatch Approval Printed		<p>单位实际聘用并支付工薪的人员必须提供聘用合同。原则上准备中文合同、外文合同各一份。</p> <p>Employment Contract must be provided for actual employment and salary payoff. The contract is required to be drafted in both Chinese and another language used by the applicant</p> <p>应当包括工作地点、工作内容、薪酬、来华工作时间、职位等必要内容。</p> <p>Employment Contract must include such information as working location, job description, salary, working duration in China and occupation</p>

7	<p>体检证明</p> <p>Certificate of Health Verification for Foreigner or Overseas Chinese</p> <p>Printed and Elec.</p>	<p>由中国检验检疫部门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医疗卫生机构出具的体检证明。</p> <p>Applicant shall provide Physical Examination Record for Foreigner, or Certificate of Health Verification issued by Department of Entry-Exit Inspection and Quarantine, PRC, or a health checkup credential issued by an overseas health and medical institution approved by Department of Entry-Exit Inspection and Quarantine, PRC.</p> <p>签发时间应在6个月内。</p> <p>The certificate shall be issued for no longer than 6 months by the date of submission</p>
7	<p>NOTE</p> <p>经中国检验检疫机构认可的境外医疗卫生机构名单，可至当地中国驻外使、领馆网站查询。</p> <p>The list of overseas health and medical institutions approved by Department of Entry-Exit Inspection and Quarantine, PRC, can be downloaded from the website of Chinese embassy or consulate in relevant country</p>	



CASE 2

REQUIRED DOCUMENTS

NO.	Documents	Paper & Elec.	Requirements and Note
8	简历 Curriculum Vitae Paper and Elec.		需载明申请人自本科以来的教育经历和工作经历。应有外文及中文翻译件。 The CV shall clearly list the applicant's education and working experience since the undergraduate period. The CV in the language used by the applicant shall be provided along with its Chinese version
			需包括最高学历、婚姻状况、电子邮箱、曾授予护照的国家和地区、拟办理签证地等信息。 Other information shall include the applicant's highest academic degree, marital status, E-mail address, countries or regions that ever issue the applicant a passport, the location where the applicant intends to apply for a visa
9	申请人6个月内正面免冠照片 The Bareheaded and Full-face Photo of Applicant Taken in the Last 6 Months Paper and Elec.		白色背景，无边框，面部特征完整，图像清晰。 The photo shall be unmounted in white background, full-faced with clear image
			JPG格式，大小40K-120K字节之间，不低于354（宽）*472（高）像素，不大于420（宽）*560（高）像素、24真色彩。 Format: JPG Size: between 40K-120K bytes Pixels: 354 (wide) * 472 (high) — 420 (wide) * 560 (high) 24 bit color image
10	申请人所持签证或有效居留许可 Curriculum Vitae Paper and Elec.		护照（或国际旅行证件）签证页、入境签章页或居留许可信息页。 The information page of the passport (or other documents for international travel), the seal page of the entry visa or the FRP information page

提示:

1. 以上所产生的费用由申请人承担
2. 关于文书领事认证规定, 可查询中国领事服务网
<http://cs.mfa.gov.cn/>
或具体联系相应的中国驻外使、领馆。

Tips:

1. All the application expenses shall be borne by the applicant.
2. Regulations on the permit legalization can be found on the website of China Consular Affairs (<http://cs.mfa.gov.cn/>), or you can consult relevant Chinese embassy or consulate abroad.



FRP Application

FOREIGNERS' RESIDENCE PERMIT IN CHINA

办理外国人来华工作许可

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Process of getting the FRP *P41*

办理外国人来华居留许可(FRP)流程

Attentions *P42*

办理外国人来华居留许可(FRP)注意事项

PROCESS OF GETTING THE FRP

入境后24小时内
Within 24 hours after entry

01
STEP

申请人办理境外人员临时住宿登记表
Applicant submits Registration Form of Temporary Residence for Visitors

已取得《外国人来华工作许可证》
Applicant has obtained FWP

02
STEP

主请单位联系专家办
The host department contacts the Office of International Experts Affairs

03
STEP

至专家办领取申请文函
To get the application letter from the Office of International Experts Affairs

主请单位和主请人携带所有申请材料
The host department and applicant shall bring all the required documents

至武汉市公安局出入境管理局

To Exit and Entry Administration Department of Wuhan Public Security Bureau

04
STEP

三周后, 主请单位/申请人携受理单
Applicant and the receiving department bring the application acceptance
3 weeks later

05
STEP

至武汉市出入境管理局领取护照
To Exit and Entry Administration Department of Wuhan Public Security Bureau
Applicant to get his or her passport

FINISH

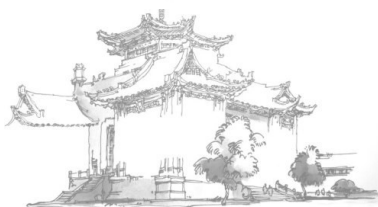
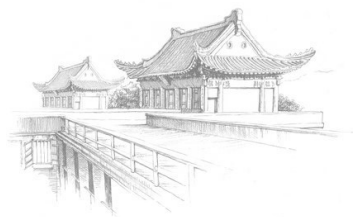
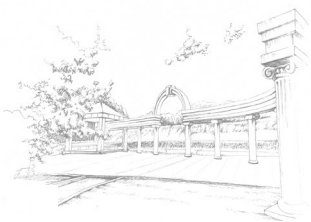
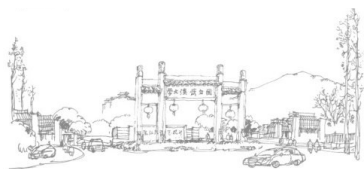
ATTENTIONS

注意事项

1	<p>首次办理居留许可须本人亲自前往市民之家。</p> <p>Applicant shall apply for FRP in Wuhan Citizen's Home in person if this is his or her first FRP application</p> <p>地址：武汉市江岸区金桥大道117号武汉市民之家</p> <p>Wuhan Citizen's Home</p> <p>Address: Jinqiao Avenue 117, Jiangnan District, Wuhan, Hubei Province</p> <p>电话：027-12580 Tel.:027-12580</p> <p>Visit website http://www.whsmzj.gov.cn/ for more information</p>
2	<p>请注意护照、工作许可以及居留许可的有效期限，并在相关证件过期前2-3个月联系学院工作人员，如未及时办理相关证件延期，有可能被遣送，由此产生的责任须自行承担。</p> <p>Please pay attention to the term of validity of your passport, FWP and FRP. You shall contact relevant staff in your host department 2-3 months before the date of expiration. Expired passport, FWP and FRP without in-time reapplication will lead to deportation. Applicant is responsible for consequences arising from there</p>

3	<p>当有固定住所或更换固定住所以及每次入境后24小时内，请在住所管辖派出所办理境外人员临时住宿登记表。</p> <p>Please fill the Registration Form of Temporary Residence for Visitors within 24 hours after upon your every entry into China at the police station of the residence, putting on record your fixed residence or the replacement of your permanent residence</p>
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流风甚美

山高水长

东湖之水

珞珈之山

III

LIVING
IN WHU

生活在武大

Accommodation 住宿 P47

Banking 银行服务 P48

Campus Card Service 校园卡 P50

Transportation 交通 P52

Campus Map 校园分布 P54

Catering 饮食 P55

Medical Service 医疗服务 P59



Service Guide

服务指南

You are recommended to use your mobile phone to get familiar with detailed online service while reading this service guide for a better experience.

You can scan the QR code above with your mobile phone and the APP listed below are expected to facilitate your life in Wuhan and in China.

An easy life starts right here!

为了获取更好的服务，我们建议您能够使用手机配合阅读此部分的具体信息。

您可以尝试用手机扫一下上面的二维码，便捷服务从扫码开始。

建议安装以下APP，方便您在武汉，乃至中国更好的生活。



LIVING IN WHU ACCOMMODATION

1. Living on Campus: WHU provides a limited number of on-campus dormitories.

校内住宿：学校有有限数量的校内住宿可供申请：

外籍教职人员：蝶楼

On-Campus Dormitories for International Employees:
Dielou Apartment (a Butterfly-shaped Building)



2. Living off campus:

校外住宿：

There are also many apartments around WHU campus for rent. An average modern apartment costs 3000-5000 RMB per month

在武汉大学周边也有许多公寓出租，比较现代化的公寓房租大约为3000元-5000元/月

更多参考信息： For more information



zillow自如



LIVING IN WHU

BANKING

银行及ATM机位置分布 Banks and ATMs ON campus

一、银行在哪里（扫码获取详细地图信息）

Where are the banks? (Scan the QR code for a detailed map)



中国工商银行（武汉大学支行）

ICBC

Industrial and Commercial Bank of China
Wuhan University Sub-branch



汉口银行（武汉大学支行）

HKB

Hankou Bank
Wuhan University Sub-branch

二、银行ATM自动取款机在哪里（扫码获取详细地图信息）

Where are the ATMs? (Scan the QR code for a detailed map)



中国银行ATM武汉大学支行

Bank of China (ATM)

Wuhan University Sub-branch



中国银行ATM珞珈山支行

Bank of China (ATM)

Luojiashan Sub-branch



汉口银行ATM武汉大学支行

Hankou Bank (ATM)

Wuhan University Sub-branch



建设银行ATM梅园

China Construction Bank (ATM)

Meiyuan (Plum Garden)



中国银行ATM侧船山路

Bank of China (ATM)

Cechuanshan Road



民生银行ATM

China Minsheng Bank Corp (ATM)



LIVING IN WHU

BANKING

银行开户 Open an Account

➡ 在中国的银行开立一个银行账户很简单，您需要至少准备如下材料：

It is not difficult to open a bank account in China. Those listed as follows are necessary for account-opening:

1. 护照 (Passport)
2. 护照复印件 (2份)
Passport copy (2 copies)
3. 签证复印件 (2份)
visa (2 copies)
4. 住址 (亦可填写武汉大学)
Address "Wuhan University" is an acceptable address
5. 提供一个中国的手机号码
Your mobile phone number in China should be provided
6. 开户费用 (约20元)
The account-opening charge (about 20 RMB)



➡ 已经到了银行并打算开户，请您这样做：

How to open a bank account when you are in a bank?

1. 去服务台，告诉工作人员您想要开一个银行账户
Go to the counter and tell the clerk that you want to open a bank account.
2. 银行工作人员会帮助您排队等待
The bank clerk will get you a waiting number.
3. 等待时候，您可以填写一份开户申请表
While waiting, you can fill out a form for opening a bank account.
4. 银行会为开户人免费提供复印服务 (仅包括开户人护照及签证复印)
The bank will offer free copy service for its account owner (only for passport and visa copy)



LIVING IN WHU CAMPUS CARD



校园卡

Campus card is a must for your life in WHU. It is exclusive Infocard on campus for working, library-related service, catering and shopping.

校园生活，离不开校园卡，是我校校园唯一官方通用信息卡片，校园卡可用于工作，借阅书籍，食堂以及购物)

Where to deal with service related to campus card?

Office of Financial Affairs
(Behind the Administrative Building)

办理地点：学校财务部
(位于行政楼后)

Specific service includes:

办理业务包括：

Applying for a card

校园卡办理

Recharging the card

校园卡充值

Reporting the card loss and applying for a new card 校园卡挂失与补办



您可以到财务部将您的校园卡和银行账户进行捆绑，完成自助充值。

You can bind your bank account with your campus card for online recharging in the Office of Financial Affairs



LIVING IN WHU

CAMPUS CARD

校园卡使用说明

What can you do with your campus card?



- 1) It is your entrance card of your college

学院出入凭证

All the college staffs are required to take their campus card for identity verification when entering their college

为方便出入学院，所有学院教职工需要随身携带校园卡

- 2) It can also be used for on-campus payment

用于校园内支付

For your financial security, you are recommended to change the default passport of your campus card.

The campus card can serve as a term of payment for canteen shopping and shopping in WHU Ziqiang chain stores. It can make your life more convenient to bind your bank card with your campus card at the campus card service center behind the Administration Building

同时，为了保证财产安全，建议修改校园卡密码。

校园卡可用于校园餐厅支付、武汉大学自强超市支付。方便起见，建议去行政楼后的校园卡服务中心，将银行卡与校园卡进行捆绑。



- 3) It can serve as a traffic card when you take a campus bus

用于乘坐校车

- 4) You can enter WHU library and borrow book with your campus card

用于图书馆进出凭证、借阅卡



校园卡遗失：What to do if your campus card gets lost ?

校园卡遗失或被盗，务必及时到校园卡服务中心登记。校园卡补办，请携带护照。

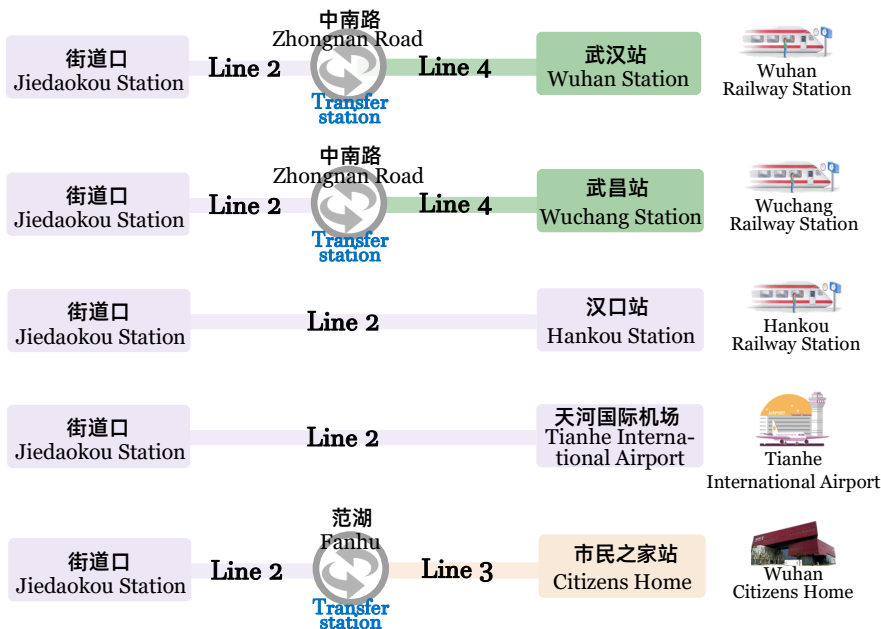
If your campus card gets lost or stolen, please report your loss immediately at the campus card service center. Attention! Please bring your passport when applying for a new campus card.



LIVING IN WHU TRANSPORTATION

几条常用地铁路线

Several Frequently Taken Metro Lines



关于更多的交通信息，您可以查阅以下英文网站，希望方便您的出行

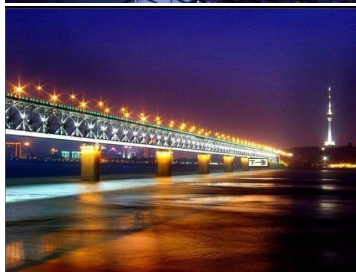
For more traffic information, please visit:

<https://www.travelchinaguide.com/cityguides/hubei/wuhan/getting-there.htm>

or

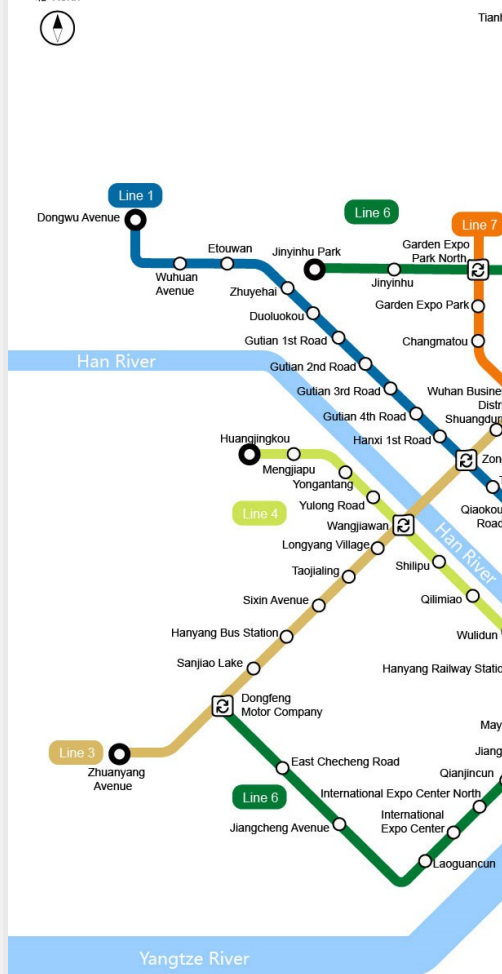
Scan the QR code below





Wuhan Metro Map (Click to Enlarge)

北 North



Legend

- | | | | |
|---------|---------|--------------------------|------------------------|
| Line 1 | Line 6 | 普通站点
Ordinary Station | 飞机场
Airport |
| Line 2 | Line 7 | 换乘站
Transfer Station | 火车站
Railway Station |
| Line 3 | Line 8 | 起/终点
Terminal Station | |
| Line 4 | Line 11 | | |
| Line 21 | | | |



WUHAN
CHINA

武漢，每天不一樣！
Wuhan, Different Everyday!

请区分校园里的不同区域，以便您的工作和生活。



LIVING IN WHU CATERING

Campus Canteens



大学食堂，永远是你可靠的选择。

遍布在校园里的大学食堂里的数百种中国日常饮食，会让您满意。

Campus canteen can always be a trustworthy choice. Hundreds of types of Chinese daily cuisine will undoubtedly satisfy your empty stomach.

Coffee Bar

武汉大学里隐匿着很多咖啡吧，每一个咖啡吧里都有着其美丽的故事，咖啡的香气，沉浸的思绪，会不会让你惊讶，自己是否真的身处于东方古国。



A great number of café and bars are scattering around WHU campus, be indulged in the unique coffee fragrance and those beautiful stories. They bring a touch of modern breeze to this century-honored university.



World Alimentation

武汉，是一座包容的城市，在武汉大学的校园里，以及近在咫尺的购物中心里，欢迎您去探索更多的世界美食。

Wuhan is a city of inclusiveness. Global cuisine are here waiting for you, at every corner of WHU campus and the shopping malls nearby.



校内的绝大部分食堂，
需要使用校园卡，请不要忘记携带。

Please take your campus card since it is the only term of payment in most campus canteens.

清真食品

清真食品，在部分食堂有提供

Moslem meals are provided in certain canteens.



EAT AND DRINK

LIVING IN WHU CATERING

The map below shows information about a part of canteens, café and bars convenience stores, supermarket on campus or nearby.

- | | | | |
|---------------------------------------|----------------------------|---|----------------------------|
| C1 Meiyuan canteen | C5 Taoyuan canteen | C1 C2 C3 C4 | C1 Tashan Coffee |
| C2 Fengyuan canteen | C6 Student canteen | C5 C6 C7 C8 | C2 ALI Bar Bar |
| C3 Guiyuan canteen | C7 Shuiyuan canteen | ZIQUANG chain convenience store | C3 MANN Coffee |
| C4 Hubin canteen | | 9 10 | C4 BanTang Coffee |
| C1 Wushang large supermarket | | LAWSON chain supermarket | C5 STARBUCKS Coffee |
| C2 Creative City Shopping Mall | | | C6 STARBUCKS Coffee |



EAT AND DRINK

LIVING IN WHU CATERING

食堂时间表

Timetable of the canteens

NAME	OPENING HOURS		MOSLEM MEAL
C1 梅园食堂 Meiyuan canteen Méi yuán shítáng	07h00-08h30	Breakfast	Not Provided
	11h00-13h00	Lunch	
	16h00-19h00	Dinner	
C2 枫园食堂 Fengyuan canteen Fēng yuán shítáng	07h00-08h30	Breakfast	Provided (near the east door) 清真食品
	11h00-13h00	Lunch	
	16h00-19h00	Dinner	
C3 桂园食堂 Guiyuan canteen Guì yuán shítáng	07h00-08h30	Breakfast	Provided (on the second floor) 清真食品
	11h00-13h00	Lunch	
	16h00-19h00	Dinner	
C4 湖滨食堂 Hubin canteen Húbīn shítáng	07h00-08h30	Breakfast	Provided (on the second floor) 清真食品
	11h00-13h00	Lunch	
	16h00-19h00	Dinner	



EAT AND DRINK

LIVING IN WHU CATERING

How to find canteens, restaurants, shops, cafes living in the medical department? Very simple, the following map can give you some convenience.

- | | |
|--|--|
| A STUDENTS' CANTEEN 1
医学部学生1食堂 | A BIANMIN GROCERY STORE
便民超市 |
| B STUDENTS' CANTEEN 2
医学部学生2食堂 | B ZIQIANG chain convenience store
武大自强超市 |
| C CHUNGUANG RESTAURANT
春光家常菜馆 | C RUILONG GROCERY STORE
瑞龙超市 |
| D LUJI RESTAURANT
鲁记家常菜馆 | D ZHOGNNAN SUPERMARKET
中南平价超市 |
| E YIXUEBU CANTEEN
医学部食堂 | |
- A** Chuhe Hanjie SHOPPING GALLERY 楚河汉街
There are a large number of specialty restaurants, clothing stores, bars, cafes



EAT AND DRINK

看病

Where can I get medical service?

很多的校内医院供您选择，当然您也可以选择武汉市的诸多医院

There are some hospitals on campus, and you can also choose other hospitals in Wuhan for medical service.



Opening Hours:

08H00 – 11H30, 14H00 – 17H00

Please take your campus card if you hope to get medical service in campus hospitals.



身体不适，紧急情况请拨打中国急救热线 120

Please call 120 for first aid in China in case of emergency

MEDICAL SERVICE