

IPAC Postdoctoral Application Guide

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In China, postdoc is a special 2-5 year position. The application has to be approved by 4 aspects:

- **Host professor** (The host professor makes the decision);
- **Department** (The host professor prepares materials for checking);
- **University Postdoc Administration Office** (The host professor prepares materials for checking);
- **State Postdoc Administration Committee** (The website form you fill in).

Stages

There are **5 stages** you should move through:

- I. Supervisor contact (1-3 weeks).
 - Contact with **Prof. Weidong Zhang** for your application of postdoc and research proposal.
 - Prof. Zhang may arrange different professors of his group as your supervisor.
- II. Online postdoctoral application (1-3 weeks).
 - Complete **online forms** and prepare **documents** required by SJTU.
 - You need to determine your arriving time and residence time.
- III. Confirmation of the terms and conditions.
 - Sign contract afterwards with electronic signature, or in scanned copy.
- IV. Visa and Residence Permit Application.
 - Z visa would take 3 weeks to issue, which permits your entry to China.
 - Residence permit should be applied after your arrival.
- V. Accommodation application.
 - How long it would take is hard to estimate yet.

- If the accommodation has been approved, you need to PAY for your absence.

Instructions

Click [HERE](#) for instructions on stage II.

Click [HERE](#) for instructions on stage IV.

Contact us

For problems in stages I and III, please contact [Prof. Zhang](#).

For problems in other stages, please contact [Zehua Jia](#) and [Zhiwei Zhuang](#).

Instructions on STAGE II

Instructions on how to prepare your materials in stage II.

- II. Online postdoctoral application (1-3 weeks).
- Complete **online forms** and prepare **documents** required by SJTU.
 - You need to determine your arriving time and residence time.

These materials required at [the website of SJTU Postdoctoral Management Office](#) are shown in *Figure 01*.

上海交通大学博士后进站手续流程

一、	来电来函与流动站联系各流动站博士后管理老师的联系方式（进站纸质材料请直接报送至各个流动站） 进出站流程图下载	
二、	面试、初定	
三、	中国博士后网站网上申请 www.chinapostdoctor.org.cn	
四、	网上提交申请，下载打印：	
流动站招收	1、 博士后申请表 （流动站设站单位招收，中国博士后网上填写， 在线双面打印 ）	一式两份
	2、 专家推荐信 （两位专家，其中一位是读博期间的导师）	各一式两份
	3、 博士后进站审核表 （双面打印） <small>（在职人员需写明“同意或不同意”脱产做博士后，盖所在单位人事部门章，负责人签字） （辞职人员需写明“同意”解除劳动人事关系或提交辞职证明，盖原单位人事部门章和现档案所在地章） 单位无人事部门的，附企业委托人事代理协议书复印件(企业与人才中介签署)</small>	一式三份
	4、 博士后科研流动站设站单位学术部门考核意见表	一式两份
	5、 《上海交通大学博士后工作计划协议书》	一式一份
	6、 博士学位证书 （复印件需附有与原件相符字样并加盖进站单位的红章）或 答辩决议书 （ 答辩决议书盖博士毕业院校学位办章 ）	一式两份
	7、 身份证复印件(双面)	一式两份
	五、	流动站审批网上申请信息和申请材料（纸质），上报博管办审批
六、	来校体检 体检报告 （需将 体检报告 交到博管办， 体检不合格者不予办理进站手续 ） <small>（必须到交大校医院体检；宝钢企业博士后可在市一院、六院体检，然后在校医院盖合格章）</small>	
七、	博管办审批网上申请信息和申请材料（纸质），上报上海市人事局审批	
八、	上海市人事局审批通过，开出： 博士后研究人员进站介绍信	
九、	博管办发放录取通知（限企业和附属医院博士后）	
十、	来校报到（带 体检报告 结果）	
十一、	《上海交通大学博士后进站报到手续单》	
十二、	起薪（起薪日期以上海市人事局审批的进站时间为准）	

Figure 01

Official procedures for postdoc application in Shanghai Jiao Tong University (SJTU) are shown in *Figure 01*. There are **6 steps** in total that you need to take. This instructions intend to explain the contents and guide you through the most important paperwork, which is **step 3** and **step 4**.

Step 1: Learn about discipline classification in SJTU, look for a lab that is your best match.

Step 2: Contact the professor in charge. If he/she agrees on your application, then you have 10 more steps to do.

- If declined, you will save yourself from all the following messy paperwork. Either way, congratulations!

Step 3: Do the online application; fill in several forms. This is mandatory for all postdoc applications in China.

- Click [HERE](#) for the details.

Step 4: After finishing the online application, some documents shall be turned over to SJTU (流动站) for further check.

- Click [HERE](#) for the details.

Step 5: Wait for the official approval (博管办) of your application.

- Click [HERE](#) for how to confirm the result.

Step 6: Wait for admission notification to sign the contract later in stage III.

Details for Step 3 in STAGE II

You could find the official website [HERE](#). Go to the web, click the following icons, and then register an account.



Figure 02



Figure 03

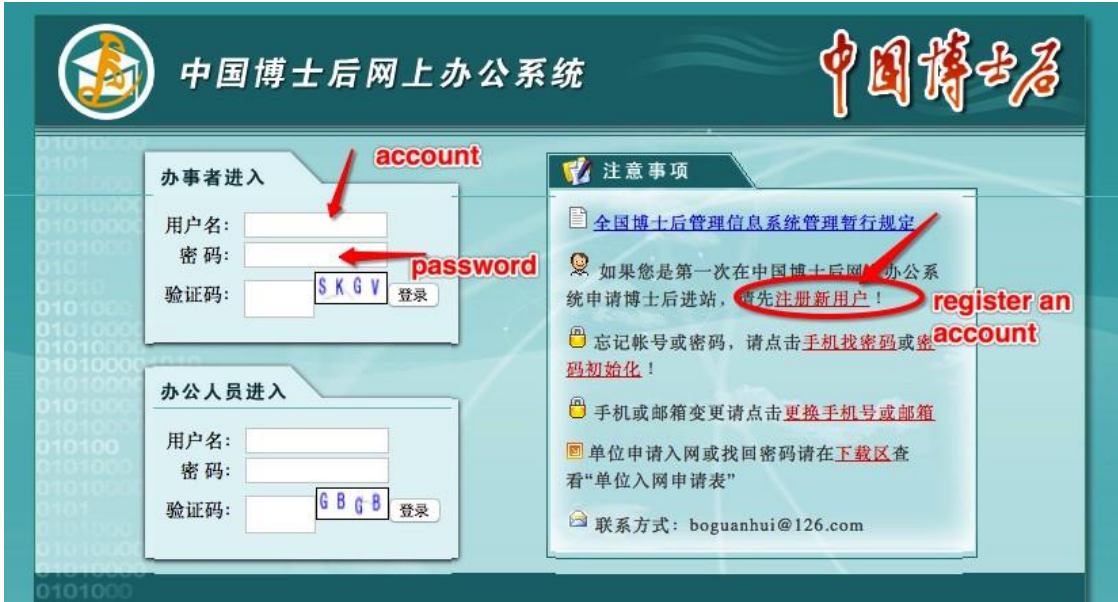


Figure 04

*注：出生日期、证件号码一经填写不可修改，如填写错误后需重新注册和提交申请，请准确填写、仔细核对。

Figure 05

At this point, you have an account, and you will use it to finish the whole online application things. Make sure your registration info are absolutely correct, especially your passport number, you're not allowed to change it for the second time.

Also, please fill in your **full name** at the 'name' column.

Use your account to login the system, click “进出站申请” in the left panel, and begin to input your info.

Upload a photo of yours. Format requirement for the photo is jpg/gif/png/bmp, size less than 300K.

Click the “申请” button on the right as shown in *Figure 06*. A window pops as shown in *Figure 07*, please choose the item as shown in the picture, text for the last line should be “控制理论与控制工程”.



Figure 06

进站申请

请选择进站单位(如招收类型为**联合招收进站**，请先选择工作站设站单位):

进站单位:

省 份	上海市
城 市	
单 位	上海交通大学
下级单位	电子信息与电气工程学院
流动站或一级学科	控制科学与工程
二级学科	控制理论与控制工程

确定

上海交通大学
联系电话: 021-34206725
postdoctor@sjtu.edu.cn

Figure 07

Once you've finished the step shown in *Figure 07*, you should be able to see *Figure 08* whenever you login the system. Click “继续填报” to continue.



Figure 08

Figure 09 shows all information you have to complete. We have **numbered** each single instruction, such as “1-1”, “2-3”, etc. All items will be expanded and explained in the following text.



Figure 09

【1-1】 : This is written automatically.

【1-2】 : Please see *Figure 10*.

- Prof.Zhang’s name in Chinese is 张卫东.

填写合作导师及研究计划题目

★ 合作导师:	tutor's name
★ 研究计划题目一:	planned research topic 1
研究计划题目二:	research topic 2 (optional)
研究计划题目三:	research topic 3 (optional)

保存 **save**

Figure 10

【1-3】: Please see *Figure 11*. For foreign applicants, choose “否”.

进站迁户信息

户口迁否	否 ▾ 如迁户口, 请填写落户详细信息
落户省市	--请选择-- ▾
迁入地所在地址	▾
迁入地户口登记机关(派出所)	▾

保存

Figure 11

【2-1】: 【Basic personal information】. Please see *Figure 12*.

- In the name column, fill in the **full name**;
- 【gender】: “female”-女; “male”-男;
- 【marriage】: “married-已婚”; “unmarried-未婚”; “divorced-离婚”; “widowed-丧偶”;
- 【nation】: choose “外籍” (penult);
- 【ID】: choose “护照”.

name 姓名		gender 性别	
Mohammed Chahrague		Male	
date of birth 期		nation, "外籍" 族	
1980-01-01		Foreign	
married? 婚姻状况		country 国别(地区)	
Single		China	
ID, "护照" 证件名称		passport number 证件号	
123456789		12206	
political face 政治面貌		entry date 入党日期	
--请选择--		--请选择--	
technical title 专业技术职称		contact phone 联系电话	
--请选择--		--请选择--	
current work unit 在职工作单位		current work unit address 在职单位地址	
--请选择--		--请选择--	
mobile 手机号码		email 电子邮件	
13800000000		123456789@163.com	
birth province 出生省份		birth city 出生城市	
--请选择--		--请选择--	
current household registration province 现户籍省份		current household registration city 现户籍城市	
--请选择--		--请选择--	
current household registration detailed address 现户口所在详细地址			
--请选择--			
current household registration registration派出所 现户籍注册派出所			
--请选择--			
current residence detailed address 现居住详细地址			
--请选择--			
communication address (including postal code) 通信地址(含邮编)			
--请选择--			

保存

温馨提示:

1. 在“现户口所在详细地址”和“现居住详细地址”的第一栏内输入省份后，系统会直接弹出下拉框让您选择市、县或区。
2. 如果系统出现“现户口所在详细地址”和“现居住详细地址”无法填写的情况，请您打开浏览器的“兼容性视图”。
3. 姓名、手机号码、联系邮箱三项可以在左侧“密码修改”页面进行修改。

Figure 12

【2-2】：【Info about your Ph.D. degree】. Please see *Figure 13*.

- ①: **【Ph.D. dissertation title】** ;
- ②: **【Ph.D. supervisor's name】** (fill in the full name);
- ③: **【Have you got the Ph.D. diploma?】** 【Yes-是;No-否】
- ④: **【When is your Ph.D. diploma issued?】**
- ⑤: **【When did you successfully defend your thesis?】**
- ⑥: **【In which country that you receive your Ph.D. degree?】**
- ⑦: **【From which university/affiliation that you receive your Ph.D. degree?】**
- ⑧: **【Primary discipline of your doctor's degree?】** Such as “Control Theory and Techniques”;
- ⑨: **【Secondary discipline of your doctor's degree?】** Such as “Control Theory and Control Engineering”;
- ⑩: **【Abstract of your Ph.D. dissertation】** (within 1000 words)
- ⑪: **【Awards, honors, achievements during Ph.D. study】** (within 1000 words)

读博信息			
① 博士学位论文题目	<input type="text"/>	② 博士论文指导老师	<input type="text"/>
③ 是否已取得博士学位证书	-- 请选择 --		
④ 博士证书签发时间	<input type="text"/>	⑤ 博士学位论文答辩通过时间	<input type="text"/>
⑥ 获博士学位国别(地区)	<input type="text"/>	⑦ 博士毕业单位	<input type="text"/>
⑧ 获博士学位一级学科	<input type="text"/>	⑨ 获博士学位二级学科	<input type="text"/>
⑩ 博士论文摘要 (字数1000以内)	<input type="text"/>		
⑪ 科研成果奖励和荣誉称号 (字数1000以内)	<input type="text"/>		
保存 save			

Figure 13

【2-3】: Please see *Figure 14*. For foreign applicant please choose “否”.

留学情况			
是否留学	否	留学国别(地区)	-- 请选择 --
留学身份	-- 请选择 --	出国前是否注销户口	是
留学开始时间	2017 年 1 月	留学结束时间	2017 年 1 月
留学学校	<input type="text"/>		
保存			

Figure 14

【2-4】: 【Education】. Please see *Figure 15* and *Figure 16*.

- 【degree】: “Bachelor”-本科; “Master”-硕士; “Ph.D.”-博士; “other”-其他.

学习经历 Education			
起始时间 start time	终止时间 finish time	学校 school	学历 degree
*温馨提示: 如果出现日期无法选择的情况, 请打开浏览器的“兼容性视图”。			

add 增加

Figure 15

学习经历 **Education**

[back](#) 返回

起始时间 start	终止时间 end	学校 school name	学历 degree	一级学科 primary discipline	二级学科 secondary discipline
2017	至今		--请选择--	--请选择--	--请选择--

保存

*温馨提示: 如果出现日期无法选择的情况, 请打开浏览器的“兼容性视图”。

Figure 16

【2-5】: 【Working experience】. Please see *Figure 17* and *Figure 18*.

- 【identity】: “working staff-在职员工”; “visiting scholar-访问学者”; “postdoc-博士后”。

working experience 工作经历

[增加](#)

起始时间 start time	终止时间 finish time	工作单位 affiliation	职务 position
---------------------------	----------------------------	----------------------------	-----------------------

*温馨提示: 如果出现日期无法选择的情况, 请打开浏览器的“兼容性视图”。

Figure 17

working experience 经历

起始时间	2017 年 1 月 start	终止时间	至今 end
国 别	--请选择-- nationality	工作单位	affiliation
职 务	position	身 份	--请选择-- identity
赞 助 方	sponsor		

保存

Figure 18

【3-1】: 【Spouse information】. Please see *Figure 19*.

- In the name column, fill in the **full name**;
- 【gender】: “female”-女; “male”-男;
- 【nation】: choose “外籍” (penult);
- 【ID】: choose “护照”;
- 【degree】: “Bachelor”-本科; “Master”-硕士; “Ph.D.”-博士; “other”-其他】
- 【Yes-是; No-否】

配偶信息 **spouse info**

name 姓名	<input type="text"/>	gender 性别	---请选择---
nation 民族	---请选择---	date of birth 日期	<input type="text"/>
ID, choose 护照	---请选择---	passport num	<input type="text"/>
degree 学历	---请选择---	profession 职务	---请选择---
联系电话	<input type="text"/>	是否随站流动	是 <input checked="" type="checkbox"/> also postdoc?
是否为统招统分在校学生	是 <input checked="" type="checkbox"/> student or not?	是否为现役军人	是 <input checked="" type="checkbox"/> military or not
现工作或学习单位	<input type="text"/>	现工作或学习城市	<input type="text"/>
借调城市	<input type="text"/>	借调单位	<input type="text"/>
户口所在地详细地址	<input type="text"/>		
户口所在地登记派出所	<input type="text"/>		

save 保存 **clear**

Figure 19

【3-2】：【Children information】. Please see *Figure 20* and *Figure 21*.

- We notice that for foreign kids, fill in the passport number will be denied by the system. It seems that the system only accepts the identity number of Chinese citizens right now. So, if you cannot pass the “身份证号” column, which is a must-fill-in item, then we suggest you just leave all the kids info for blank.
- 【nation】: choose “外籍” (penult);
- 【schooling】: preschool-学前; primary school-小学; middle school-初中; high school-高中; other-其他.

子女信息 **child info**

add
增加

子女姓名 name	性别 gender	出生年月 date of birth	上学情况 schooling
---------------------	---------------------	------------------------------	--------------------------

Figure 20

子女信息 **child info**

back 返回

name 子女姓名	<input type="text"/>	date of birth 出生年月	<input type="text"/>
nation 民族	外籍	gender 性别	
passport num 证号	<input type="text"/>	schooling 上学情况	--请选择--
户口所在地详细地址	<input type="text"/>		
户口所在地登记派出所	<input type="text"/>		

保存 save

Figure 21

【4-1】：【Publications】 Please see *Figure 22* and *Figure 23*.

- 【conference type】：domestic academic conference-国内学术会议;international academic conference-国际学术会议;
- 【journal type】：domestic journal-国内刊物;international journal-国际刊物.

博士期间代表性论文 **publication during PhD study**

增加

论文题目

Figure 22

博士期间代表性论文

返回

title 论文题目	<input type="text"/>		
论文发表的学术刊物或会议名	<input type="text"/>		
journal/conference name			
conference type 会议类型	--请选择--	journal type 期刊类型	--请选择--
date of publication 时间	<input type="text"/>	ISSN 期刊号	<input type="text"/>
retrieved by 收录情况	--请选择--	DOI 检索号	<input type="text"/>
rank of author 论文作者排名	1		

保存

Figure 23

【4-2】：【Project experience】 Please see *Figure 24* and *Figure 25*.

- **【source】** : Project launched by the nation-国家;project within state-省（自治区，直辖市）;military project-军队系统;project from ministry-部委;project launched by your own-单位内部;others-其他;
- **【which kind of project】** : Strategic Basic Research-战略性基础研究;Free Exploratory Fundamental Research -自由探索性基础研究;Applied Research Project-应用研究项目;Science and Technology Industrialization Project-科学技术产业化项目;Social public welfare research project-社会公益性研究项目;Scientific and technological conditions of construction and support services-科学技术条件建设与支撑服务项目;others-其他;
- **【progress】** : finished-结题验收;mostly done-主要内容已经完成;just launch-项目启动阶段;others-其他.

参与主持的项目 project experience



研究项目名称	批准时间
--------	------

Figure 24

参与主持的项目



研究项目名称	project name		
下达部门	--请选择--  source	项目性质	--请选择-- which kind of project
项目进展	--请选择--  progress	项目金额	money for the whole project
批准时间	authorized starting time	承担责任	

Figure 25

【4-3】 : 【About patent】 Please see *Figure 26* and *Figure 27*.

- **【type of the patent】** : Design patents-外观设计;Utility model patents-实用新型;Invention-发明专利;others-其他.

专利情况 patent



专利名称

Figure 26

专利情况

[返回](#)

专利名称	<input type="text"/>	patent name	
受理（授权）时间	<input type="text"/>	authorized time	受理编号 <input type="text"/>
授权编号	<input type="text"/>	patent number	专利类型 --请选择-- type of the patent
排名	1	your author rank	专利批准国 approval contry
专利简介	<input type="text"/>		
	brief introduction of the patent		
保存			

Figure 27

【4-4】：【Published any book?】 Please see *Figure 28* and *Figure 29*.

- 【Yes-是;No-否】
- 【coauthor or not?】：if you write the book on your own, choose “独著”;if there are more than one author, choose “合著”;others-其他;
- 【author rank】：the ranking of your coauthor.

博士期间代表性专著 **books during PhD study**

增加

专著名称

Figure 28

博士期间代表性专著

[返回](#)

论著名称	<input type="text"/>	name of the book	是否已出版	是 <input type="checkbox"/> published or not
出版社	<input type="text"/>	publisher	独著或合著	--请选择-- coauthor or not?
出版日期	<input type="text"/>	publish date	author rank合著作者排名	--请选择--
保存				

Figure 29

【4-5】：【Honor and awards during PhD study】 Please see *Figure 30* and *Figure 31*.



Figure 30



Figure 31

Now, you are half-way done. It's time to use that lovely scanner of yours.

【5-1】 : Please choose “外籍人员”.

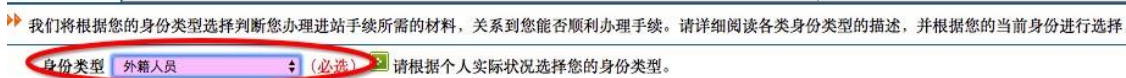




Figure 32

【5-2】 : This is to inform you that

- Prepare the documents proposed in **【6-1】 - 【6-4】** , scan them and upload them into the system.
- The button in this colour  means it is mandatory; and the button in another colour  means it is optional.
- Documents in **【7-1】 - 【7-2】** are generated automatically by the system (according to the info you've filled in).
- **Please be aware that before you hit the “submit application” button in 【8】 , you are allowed to withdraw what you've uploaded or change whatever the information you've filled in. Once you click 【8】 and submit them, you cannot revise anything.**

【6-1】 : Click to download the *.doc* file. It should look like *Figure 33*.

- **You only need to upload the first page of this file.**
- “who’s in charge, sign and seal”: this is about where you save your personnel files. Please find the people in charge of your personnel files, ask him/her to sign and stamp the official seal.

【About personal profile】 In China, we have personal files/archives that record our information. When a student moves from School A (in China) to School B (also in China), his archive is transferred from A to B. If the student moves from School A (in China) to School C (say, in the U.S.), due to the different system within two countries, apparently his personal archive will not be sent to USA. Also, School A will no longer keep his files. In this case, the student has to find an authorized agency (e.g. a legal Agency D) to store his files. When he comes back from USA and again works in China, say Company E, then, the human resources department of E will take over his personal files from D.

【For foreign applicants】 We understand that some countries do not hold such system on personal files. For applicants from those countries, we suggest that you get a sign and a seal from the latest university/company that you worked for. In *Figure 33*, ① is the talent service center, which refers to the agency D mentioned above, ② is the organization you worked for before you come to China. You can choose either ① or ② to get a seal. The seal should come from an authorized organization, and the signature should come from a person that is in charge of it (Don't sign your own name!) . In ②, the text means that your former employer says: this person now has no employment relationship with this organization, but we temporarily preserve his archive for him.

【Please note that】 The *.doc* file does not have an English version. The signature and seal can be in English.

博士后研究人员进站审核表

	博士后姓名	name
	全国博管会编号	don't need to fill right now

一、申请人当前身份

非定向就业博士研究生 定向委培 在职人员 现役军人

无人事(劳动)关系人员 转业(复员)军人

港澳台人员 外籍人员

1. 非定向就业博士研究生身份证明 (由博士毕业院校的学生毕业派遣部门或就业指导中心填写):

该同志为非定向就业博士研究生, 尚未进行毕业派遣: 是

负责人签字(公章): _____ 年 月 日

2. 定向委培博士研究生、在职人员、现役军人、转业(复员)军人所属单位意见 (由人事或干部部门填写):

同意接收做博士后: 是

负责人签字(公章): _____ 年 月 日

3. 无人事(劳动)关系人员档案存放证明 (按照档案存放情况选择①或②填写并加盖公章):

① 人才服务机构填写:

申请人为个人委托存档且与任何单位不存在人事(劳动)关系: 是

who's in charge, sign and seal _____ 年 月 日

② 档案暂存单位填写:

申请人与我单位已解除人事(劳动)关系, 档案暂存于我单位: 是

负责人签字(公章): _____ 年 月 日

如档案暂存单位无独立人事权限, 还须由人才服务机构出具意见:

申请人为_____单位委托存档, 已与该单位解除人事(劳动)关系:

承办人签字(公章): _____ 年 月 日

	博士后姓名	
--	-------	--

二、招收类型

流动站招收 工作站联合招收 工作站单独招收

国际交流计划招收 (含来华学者计划) 其它

设站单位博士后工作主管部门的审核意见 (流动站、工作站联合招收类型的须流动站设站单位、工作站设站单位分别签字盖章, 其他招收类型的单独签字盖章)

《博士后申请表》等纸质材料与网上填报内容一致且无涉密内容: 是

同意招收: 是

流动站设站(或非设站) 负责人签字: _____ 工作站设站(或非设站) 负责人签字: _____

单位博士后工作主管部门 单位博士后工作主管部门

(公章) (公章)

年 月 日 年 月 日

三、全国博管办或者(自治区、直辖市)博士后工作管理部门审核情况:

《博士后申请表》等纸质材料与网上填报内容一致: 是

审核机构名称: (公章)

承办人签字: _____

年 月 日

说明: 一、用章单位需保证所填内容的真实和准确并承担相应法律责任。
二、设站单位博士后工作管理部门应将此表存入博士后人员个人人事档案, 或转出博士后人员所在单位人事(干部)部门存档。
三、全国博管会编号无册申请人填写, 由工作人员在办证进站于续后填写。

Figure 33

【6-2】 : Scan and upload your passport.

【6-3】 : Scan and upload your Certificate of Doctor's Degree.

【6-4】 : Scan and upload the degree accreditation issued by the Chinese embassy in your country.

【7-1】 : Download the file.

【7-2】 : Download the file.

【8】 : Click to submit the application.

Details for Step 4 in STAGE II

You could find the official website [HERE](#)

As you can see, you should hand over 8 documents in total. For foreign applicants who have not had a trusted friend in China, students from IPAC can help you. You have to prepare the documents in person, and send us through emails.

四、	网上提交申请，下载打印：	
流动站招收	1、博士后申请表 印)	(流动站设站单位招收, 中国博士后网上填写, 在线双面打 一式两份
	2、专家推荐信 (两位专家, 其中一位是读博期间的导师)	各一式两份
	3、博士后进站审核表 (双面打印) (在职人员需写明“同意或不同意”脱产做博士后, 盖所在单位人事部门章, 负责人签字) (辞职人员需写明“同意”解除劳动人事关系或提交辞职证明, 盖原单位人事部门章和现档案所在地章)	一式三份
	单位无人事部门的, 附企业委托人事代理协议书复印件(企业与人才中介签署)	
	4、博士后科研流动站设站单位学术部门考核意见表	一式两份
	5、《上海交通大学博士后工作计划协议书》	一式一份
	6、博士学位证书 (复印件需附有与原件相符字样并加盖进站单位的红章) 或答辩决议书 (答辩决议书盖博士毕业院校学位办章)	一式两份
	7、身份证复印件(双面)	一式两份

Figure 34

1. 博士后申请表. This is the document generated automatically by the system, please see **【7-1】** in Step 3.
2. 专家推荐信. This is recommendation letter. You are required to handover **2 recommendation letters** from experts in your research field. One of the experts should be **your Ph.D. supervisor**.
3. 博士后进站审核表. This is the document from **【6-1】** in Step 3. Here it **requires both 2 pages**. The second page should be filled by SJTU, so don't worry about it.
4. 博士后科研流动站设站单位学术部门考核意见表. Filled by professors in SJTU.
5. 上海交通大学博士后工作计划协议书. You should fill the following page (*Figure 35*) within [the document](#).
6. 博士学位证书. Scan your Certificate of Doctor's Degree , the same as in **【6-3】** , Step 3.
7. 身份证复印件. This is the copy of your ID card. For foreign applicants, please scan your passport, the same as in **【6-2】** , Step 3.

Details for Step 5 in STAGE II

You should be able to see the result [HERE](#). After login in the system, choose “查看审批结果” on the left panel.



The screenshot displays the IPAC Postdoctoral Application System interface. The top navigation bar includes the system name, user status, and a notification bell. The left sidebar contains a menu with options like '办事须知', '进站申请', '查看审批结果', '在线预约', '我的进站记录', '个人情况', '我的短消息', and '密码修改'. The '查看审批结果' option is circled in red. The main content area shows a table of application records and a detailed view of a specific application.

事务类别	事务类型	进站单位	创建时间
进站	流动站自主招收	电子信息与电气工程学院 > 上海交通大学	2017-1-24 15:25:58

您有如下未完成申请:

请选择具体办公事项:

第一步: 上传照片	第二步: 选择办公事项	
	<input checked="" type="radio"/> 进站	
	博士后招收 (流动站自主招收、工作站独立招收、工作站联合招收)	申请
	香江学者计划招收	申请
	国际交流派出计划招收	申请
	创新人才支持计划招收	申请
	其它	申请

Figure 36

Instructions on STAGE IV

IV. Visa and Residence Permit Application.

- Z visa would take 3 weeks to issue, which permits your entry to China.
- Residence permit should be applied after your arrival.

Major steps:

1. [Apply for Visa](#)
2. [Schedule Departure and Medical Examination](#)
3. [Arrive and Register with the Local Police](#)
4. [Register with SJTU](#)
5. [Apply for Work Permit](#)
6. [Apply for Residence Permit](#)

Apply for Visa

Please submit the following documents by e-mail to us with documents attached. While submitting documents, please figure out which country where you would be and proceed your visa. You may select one Chinese Embassy/Consulate from available options that would be given later.

Documents List

Note: all documents except passport should be **translated** from non-Chinese into Chinese by qualified translation agency, since scanned copies in BOTH versions are required.

1. **Information page in passport;**
2. **Photograph;**
 - Bareheaded;
 - Recently taken in 6 months;
 - In white background;
 - No margin;
 - No less than 354 * 472 resolution.
3. **Health report;**
 - Issued by the health and medical institution in recent 6 months;
 - NOTE: the health and medical institution should be recognized by the Chinese Embassy/Consulate.
 - **If there is not enough time, please contact us to sign a commitment letter for a later physical examination.**
4. **PhD degree certificate;**
 - Certified by the Chinese embassy/consulate.

5. **Certificate of work experience;**

- With seal or signature of your former employer on;
- Including position, working hours, project you have ever done and contact information of witness.
- **If your employer may provide the certificate late, please let us know.**

6. **Documents of family member(s).**

- **Only if** he/she is about to accompany you during post-doc program;
- **Photograph, health report** (for who over 18) and **passport** as requested above;
- Proof of your relationship (For instance, marriage certificate for your wife; birth certificate for your child).

Tips: we recommend that you submit documents 1. and 2. of you and your family member(s) first, since it might take time to certify and translate other documents.

Proceed Z Visa

It would take about 2 weeks to issue NOTIFICATION LETTER OF FOREIGNER'S WORK PERMIT IN THE PEOPLE'S REPUBLIC OF CHINA, which you would receive by e-mail in soft copy. Kindly note that no hard copy would be dispatched.

Please print the **notification letter** and take it to the Chinese Embassy/Consulate, as you select before, to proceed Z visa for yourself, and S1 or S2 visa for your family (which visa for your family depends on whether he/she would accompany you for over 180 days in China). Visa issue would take 5 days or so.

Schedule Departure and Medical Examination

Book air tickets to China by your own. Please negotiate with Prof. Zhang on your schedule before booking tickets.

You are supposed to make an appointment for medical examination later for yourself (and your family over 16 years old). Click [here](#) for details.

Arrive and Register with the Local Police

Required to apply for residence permit within 30 days from the date of entry. If you would NOT stay in a hotel, then after your arrival in China **within 24 hours**, please remind the one who would provide you with accommodation of reporting to the police station - near where you are accommodated - for temporary residence permit.

Take a **medical examination ASAP** in SITHC (Shanghai International Travel Healthcare Center) as you have made an appointment. When you finish medical exam, an address is required to dispatch medical report. Here is the address of IPAC: **Room 205, SEIEE Building 2, SJTU, Dongchuan Road 800 (闵行区东川路 800 号, 上海交通大学电信群楼 2-205).**

Register with SJTU

When you first come to SJTU, please register in the postdoc office at the following address: Room 421, New Administration Building B (新行政楼 B 421 室). New Administration Building is the building with a bell tower on campus. At last you would receive a table (like *Figure 37*) that guides you on subsequent procedures.

上海交通大学

博士后进站报到手续单

_____同志现已批准来我校做博士后科研工作，现请下列单位给予
办理进站报到手续。

人事处博士后管理办公室

20 年 月 日

序号	部门	办理内容	盖章
1	人事处博管办 (闵行校区新行政楼 B421 室) New Administration building B Room421	办理报到手续、 申报本人上海户口	1
2	保卫处户政科 (闵行校区老行政楼 228 室或徐汇校区保 卫处一楼窗口)	办理集体户口落户手 续	2
3	人事处档案室 (闵行校区人文学院楼 106 室)	办理档案转入手续	3
4	校园卡运行管理中心 (闵信息楼 1 楼用户接待中心 101 室) NIC (Beside the New Library)	办理一卡通(工作证、图 书证、交通卡)	4
5	工会(各学院二级工会) Union(Union For Every School, Volunteer)	办理博士后加入工会	5 各学院二级工会, 自愿
6	组织部 (闵行校区新行政 A 楼 205 室)	转入组织关系	6
7	财务处 (闵新行政 B 楼一楼财务大厅服务台) New Administration Building B, 1 st floor Financial Office	办理工资卡	7 外籍需交银行卡及护照复印件至博管办
8	博士后所在流动站 Postdoctoral Research Station	流动站报到	8
9	实际工作单位	院(系)、研究院报道	9

Figure 37

While registering, please give the table to staff to proceed; and take back at the end of each step. After you finish all the steps, please submit the table and photocopies of your bank card (issued in step 7 below) and passport to the postdoc office.

Here are steps on the table (steps 2, 3 and 6 do not apply to foreigners)

Step 1. Register with Postdoc Office

Once you get the table, this step has been done.

Step 4. Apply for Campus Card and jAccount

Apply for a campus card and open your jAccount at Network and Information Center (next to the library). Campus card is your ID of SJTU membership, and also functions as prepaid card for dinners in canteens. You may need to save some money into campus card before you pay. jAccount is your virtual ID of SJTU, which would be used to apply for **work permit** later.

If your full name is too long to print on campus card, please tell the staff there how to shorten your name. You need to set a 6-digit password for your campus card, which would be asked to input when you are about to pay over a certain amount.

Once the username of your jAccount has been set, it could not be changed after. The password of your jAccount could be a combination of letters and numbers.

Step 5. Join union for SEIEE (optional)

Whether to join union is up to you. Member pay fees monthly for welfare from union. For details, please refer to the postdoctor office.

Step 7. Apply for a bank card for business use (related to salary)

Apply for a bank card in the hall of Financial Office, on the 1st floor of New Administration Building B.

Since long term residence permit is required in this step, you may proceed steps 8 and 9 first.

Steps 8 & 9. Register in the office of dept. of automation

Take the table to Room 417, SEIEE building 2; then turn to Youren Chen (陈友仁). He would arrange your office.

Apply for Work Permit

Work permit should be applied online, which is required for later residence permit application.

Prerequisite

1. Z visa and temporary residence permit for you (and your family).
2. Application report, which would be sent to you.
 - The report would be **in Chinese**, and submitted by SJTU on your behalf to Shanghai Administration of Foreign Experts Affairs.
3. jAccount, which you have opened while registering in step 4.
4. Medical report, which would be dispatched in 5 days after medical exam.
5. Contract, which have been signed on stage III.

Put in a request

Log in with your jAccount [HERE](#). Click **【流程】** (Progress) as shown in *Figure 38*.



Figure 38

Under the tab **【服务大厅】** (Service Center), Choose **【国际交流】** (International exchange) as shown in *Figure 39*.

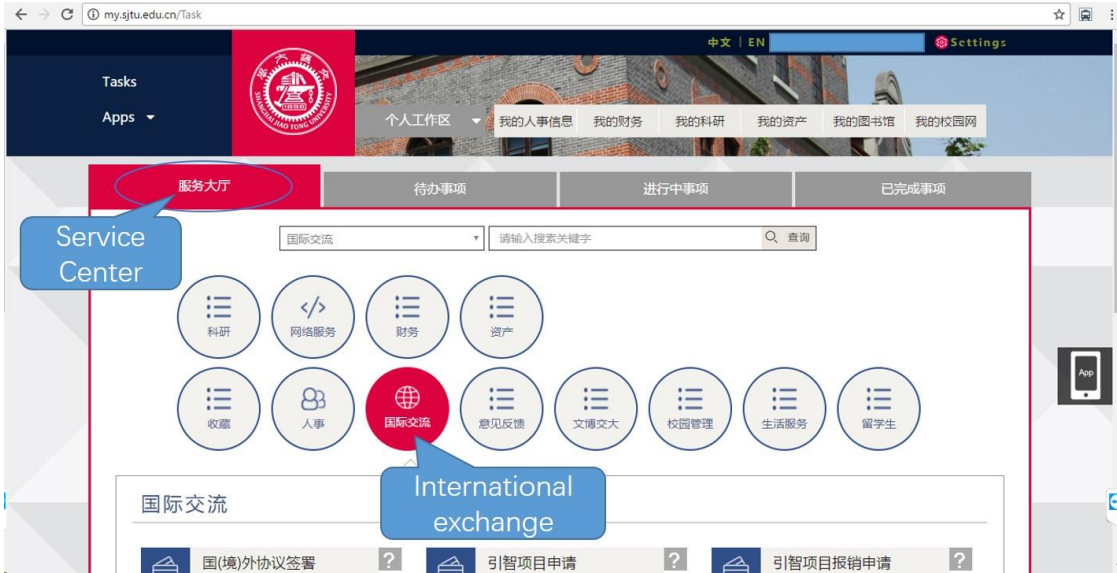


Figure 39

Click **【来华签证申请】** (Visa application in China) as shown in *Figure 40*.



Figure 40

Choose **【申请《外国人工作许可证》或《外国人工作许可通知》】** (Apply for WORK PERMIT or NOTIFICATION LETTER) and **【《外国人工作许可证》申请（已办理外国人工作许可通知）】** (WORK PERMIT application with NOTIFICATION LETTER issued) as shown in *Figure 41*, then click **【开始办理】** (proceed).

外国专家来华签证申请

1 请选择您要办理的业务类型

申请《外国人工作许可证》或《外国人工作许可通知》

申请《外国人工作许可证》或《外国人工作许可通知》

Apply for WORK PERMIT or NOTIFICATION LETTER

2 请选择要办理的 来华工作 具体业务

《外国人工作许可通知》申请

《外国人工作许可证》申请(已办理外国人工作许可通知)

《外国人工作许可证》申请(直接申请)

WORK PERMIT application with NOTIFICATION LETTER issued

《外国人工作许可证》注销

《外国人工作许可证》变更

《外国人工作许可证》补办

开始办理  Proceed

Figure 41

Input your passport number in the pop-up as shown in *Figure 42*. Then click **【检查】** (Check) to check whether your name matches. Click **【继续办理】** (Continue) if everything is correct.

专家护照号匹配 Your passport number ×

请输入专家护照号 : **检查**

专家 : Your name should be here **Check**

继续办理 Continue

Figure 42

You would fill Work Permit Application Form as shown in *Figure 43*. Only items with a red star (*) beside are compulsory.

Note important information **in red**. You could fill part of the form, and **save draft** to complete later.

The screenshot shows the 'Work Permit Application Form' (外国人工作许可证申请表) with the following fields and annotations:

- Basic information:** Applicant name, Phone number, E-Mail.
- Passport information:** Passport number, Passport type, passport issue date, passport valid period, visa type, visa from when on, visa expires date.
- Personal information:** family name, given name, birth date, nationality, gender, marital status.
- Other fields:** 曾用名 (英文填写), 汉语水平.

Red annotations include:

- 'input your name as passport shows' pointing to the name fields.
- 'important notice see below' pointing to the 'passport valid period' field.
- A red box at the bottom: 'if passport expires during employment, please change Foreign Expert Certificate timely'.

Figure 43

Review your request

Once you have saved draft, you can reopen the form and continue to fill. On the homepage after logging in [HERE](#), Click "Task" with a red 1 beside like *Figure 44*.

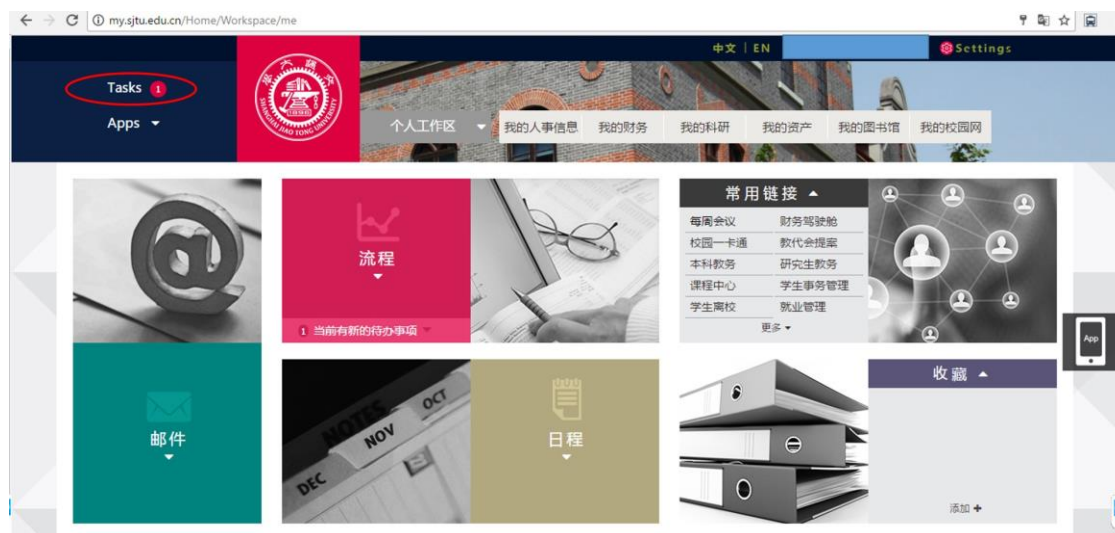


Figure 44

Under the tab **【待办事项】** (To-do list), find the request you have put in and click as *Figure 45*.

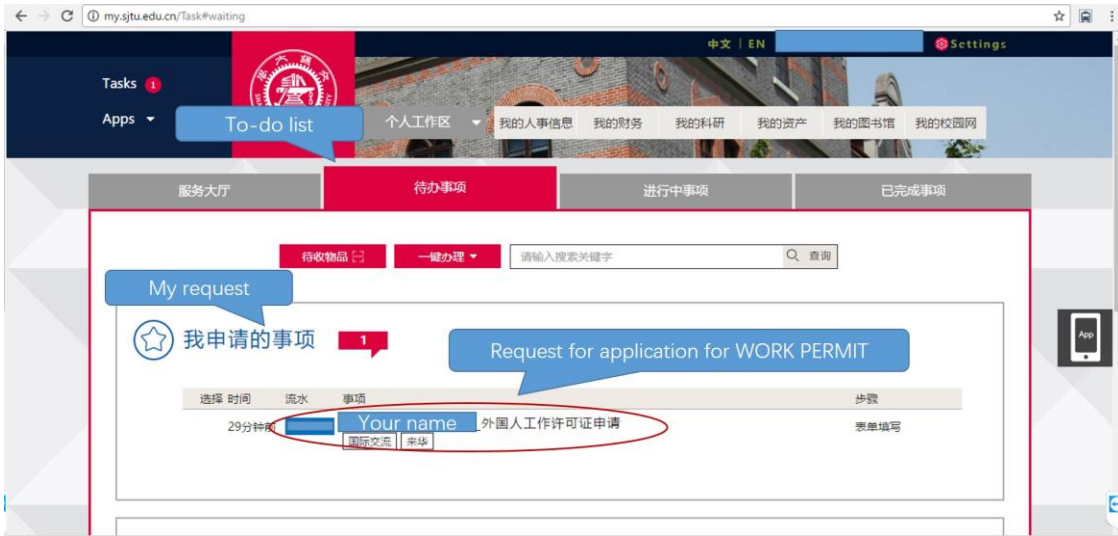


Figure 45

Complete the form and submit

Other information needed in 【基本信息】 (Basic Information) is shown in *Figure 46*.

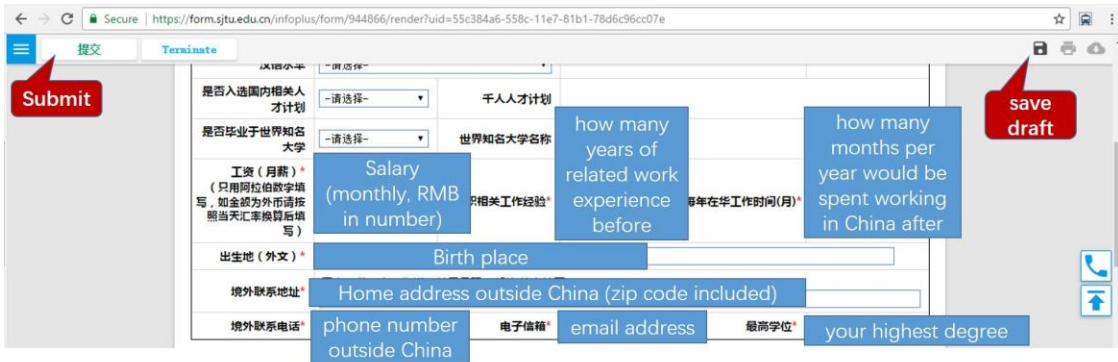


Figure 46

【来华信息】 (Information About Your Visit) is shown in *Figure 47*. Kindly note that those info **in green** would be specified below.

Figure 47

Please copy the following text to the input, **except for 【在华紧急联系人电话】**:

- 【校内聘用单位名称】：电子信息与电气工程学院；
- 【电话】：021-34204019；
- 【校内聘用单位地址】：上海交通大学电信群楼；
- 【邮政号码】：200240；
- 【在华拟聘职务】：博士后；
- 【在中国工作任务】：科研；
- 【在华紧急联系人姓名】：张卫东；
- 【在华紧急联系人电话】：would be given in other ways；
- 【在华紧急联系人邮件】：wdzhang@sjtu.edu.cn；
- 【在华住址】：上海市闵行区东川路 800 号上海交通大学电信群楼 2-403；
- 【电话】：021-34204019；
- 【外国人来华工作分类标准】：高端人才 A 类；
- 【外国人来华工作分类标准（详细）】：优秀青年人才。

【来华相关信息】(Other info about your visit) is not compulsory.

【教育信息】(Higher education) should be input **in Chinese**. You may turn to someone for help with translation. Please note that there should be **no gap** in combination of 【教育信息】(Higher education) and 【工作信息】(Work experience); otherwise add 【自由职业】(means freelancer) in Work experience.

Click 【新增】(Add) as shown in *Figure 48* to add a new line. Input 【就读时间】(attend date), 【就读院校】(university), 【就读专业】(department), 【教育类型】(【全日制】for full-time; or 【非全日制】for part-time), 【学位】(degree), 【所在国家】(country where your university is).

教育信息 Higher education

There should be no gap in combination of higher education and work experience; otherwise input 【自由职业】 (means freelancer) in work experience

就读时间	就读院校	就读专业	教育类型	学位	所在国家
Attend date	university	department	full-time / part-time	degree	country

Add

新增

Figure 48

【工作信息】 (Work experience) except 【单位地址】 (address), should be input in **Chinese**. You may turn to someone for help with translation. Please input all work experience **since higher education**. If your work experience lasts for more than 10 years, only input work experience in recent 10 years.

Click 【新增】 (Add) to add a new line. Input 【聘用时间】 (employment date), 【工作单位】 (employer), 【工作岗位】 (which post, such as management post or technical post), 【单位地址】 (address), 【担任职务】 (rank of position), 【工作任务】 (work tasks), 【所在国家】 (country), as shown in *Figure 49*.

工作信息 Work experience

There should be no gap in combination of higher education and work experience; otherwise add 【自由职业】 (means freelancer) in work experience

聘用时间	工作单位	工作岗位	单位地址	担任职务	工作任务	所在国家
employment date	employer	which post	address	rank	task	country

Add

新增

Figure 49

【随行家属】 (Family accompany info) **CANNOT be changed afterwards once submitted**. Input info as shown in *Figure 50*.

随行家属 Information about family who would accompany you in China

CANNOT be changed once submitted

姓 (如护照所示)	名 (如护照所示)	出生日期	性别	与申请人关系	国籍	护照号码
family name	given name	date of birth	gender	relationship	nationality	passport number

Name should be identical to what is shown in passport


Figure 50

While inputting 【教育信息】 (Higher education), 【工作信息】 (Work experience), or 【随行家属】 (Family accompany info), if you add a blank line by accident, place the mouse pointer over right margin as shown in *Figure 51*. Then 2 options would appear; just click 【删除】 (delete), and select 【是】 (yes) in a pop-up to remove the line.

Tips: the way how to add file slots to upload in 【所需附件】 (Supplementary material) is similar.

Figure 51

【所需附件】 (Supplementary material) is shown in Figure 52, which need upload

related documents. Click button  to upload file. Note that only those with 【*必填】 in red are compulsory, and the others are either optional or conditional. Those info in grey depends (on whether your family would accompany you in China, and whether you are over 65 years old).

Translation of your doctor degree certificate should be verified by SEIEE. Please take translation of your doctor degree certificate to Room 317, Bldg 3 of SEIEE 【电院群楼 3 号楼 317 室】 ; turn to 杜北辰 (Beichen Du) for stamp.

附件名称	附件
*必填 学院签字盖章的申请报告	Application report
*必填 工作资历证明(博士后入站证明)	approval of admission
*必填 申请人护照或国际旅行证件(有效签证和最近的入境页)	your passport
*必填 聘用合同或任职证明	contract
*必填 最高学位(学历)证书或相关批准文书、职业资格证明	doctor degree certificate with notary and translation
*必填 申请人体检证明	your medical report
*必填 申请人近6个月内正面免冠照片(jpeg格式)	your photo in JPG
随行家属相关证明材料	family's passport
申请人国籍或长期居住(地区)官方出具的无犯罪记录证明	family's medical report
其他文件	family's medical report
65岁以上专家必须上传* 三方承诺书原件(专家本人、专家家属、聘用专家的部门负责人三方签字方有效)	These 3 materials only apply to applicant who is over 65 years old
65岁以上专家必须上传* 专家所在的学院或部门出具的报告(需写明专家的研究方向、专家获得的成就及为交大作出的贡献等)	
65岁以上专家必须上传* 在中国境内适用的人身意外保险	

Figure 52

"**approval of admission**" is a document you would receive, which approves your admission to SJTU.

After you make everything clear, click 【提交】 (submit) and confirm your submission. In the next few days, please check the status of your request as you do in the part *Review Your Request*. You would also receive a notice by email, call, or phone message about your request.

Once your application is approved, you would receive an email with your application form attached. Check whether everything is correct (e.g. names would have been identical to what passport shows).

Afterwards print the application form,; put a tick by the paragraph of your promise; sign your name and date. Take it to Room 317, Bldg 3 of SEIEE 【电院群楼 3 号楼 317 室】; turn to 杜北辰 (Beichen Du) for stamp. Finally submit the form to visa office at Room 200, New Administration Building B 【新行政楼 B200 室】.

Apply for Residence Permit

It would take about 2 weeks to issue work permit. The documents for residence permit application might differ, depending on whether your work permit would be issued within 30 days from the date of entry.

If your work permit would be still in process after 30-days limit, please timely turn to visa office for a letter, which would state your current situation. Then take the following documents to Minhang Visa center, Shanghai Exit-Entry Administration Bureau 【上海市出入境管理局 闵行受理点】 at Shenbei Road No.3 【申北路 3 号】.

1. Letter issued by SJTU;
2. Temporary residence permit issued by Police;
3. Health report;
4. Passport size photograph;
5. Original Passport;
6. *Work permit if issued.*

At the Center you would fill in application form for requesting residence permit. After documents would be verified and collected, you would receive a receipt of submission (collection) of passport for residence permit. Once the residence permit is issued, it would be dispatched to SJTU.