**四川轻化工大学外教资料收集表（境内）**

**Data collection form of foreign teachers**

**一、基本信息Essential Information**

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| --- | --- | --- |
| **姓** | Surname | 证件照  ID Photo |
| **名** | Given name |
| **别名或曾用名** | former name |
| **中文**  **姓名** | Chinese name |
| **性别** | Sex |
| **国籍** | Nationality | |
| **宗教** | Religion | |
| **出生日期** | Date of Birth | |
| **最高学历/学位** | Highest Diploma/Degree | |
| **婚姻状况** | Marriage Status | |
| **护照**  **类型** | 普通护照 | |
| **护照号码** | Passport number | |
| **护照签发日期** | 20xx-xx-xx Issue of passport | |
| **护照有效期至** | 20xx-xx-xx Date of Expiry of passport | |
| **汉语**  **水平** | Chinese level | |
| **申请人电子邮箱** | E-mail of applicant | |
| **在中国工作电话** | Telephone Number in China | |
| **列出所有曾授予你护照的国家和地区** | List all the countries and regions which gave you passport | |
| **中国**  **住址** | Address in China | |

1. **教育经历 Education Background**

列出曾就读的高等教育学校（含职业教育学校）（主要是本科、硕士、博士三段）

List the higher education institutions (including vocational education schools) that have attended (mainly undergraduate, master and doctoral)

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| --- | --- | --- | --- | --- | --- |
| **开始时间 beninning**  **xxxx-xx**  **year month** | **结束时间 end**  **xxxx-xx**  **year month** | **学校名称**  **Name of the university** | **学校所在国家（地区）**  **University in which country or region** | **专业**  **Major** | **学位**  **Degree** |
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**三、工作经历 Work Experience (Last 5 years)**

列出曾工作的单位

List all employers you have worked for(in the last 5 years)

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| --- | --- | --- | --- | --- | --- | --- |
| **开始时间 beninning**  **xxxx-xx**  **year month** | **结束时间 end**  **xxxx-xx**  **year month** | **单位名称**  **Name of the employer** | **工作所在国家（地区）**  **In which country or region** | **工作岗位What job** | **职务Position** | **任务**  **Task** |
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**四、附件信息Materials to be prepared**

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| **1** | 申请人体检证明  （需前往成都桐梓林北路1号—四川出入境检验检疫局完成）  Medical certificate  （Please complete the physical examination at No. 1 Tongzilin North Road, Chengdu——Sichuan Entry-Exit Inspection and Quarantine Bureau） |
| **2** | 聘用合同或任职证明（包含来华工作时间、工作地点、工作内容、薪酬、职位、签字盖章页即可）  Contrast **(SUSE will prepare，you don’t need to prepare)** |
| **3** | 申请人护照或国际旅行证件  passport |
| **4** | 工作资历证明  work experience certificate |
| **5** | 最高学位（学历）证书或相关批准文书、职业资格证明  highest diploma/degree,which must be notarized by Chinese embassy in your country |
| **6** | 申请人国籍国或长期居住国（地区）官方出具的无犯罪记录证明  no criminal record must be notarized by Chinese embassy in your country  如果你在中国居住超过一年，请提供居住地派出所提供的无犯罪记录证明  If you have lived in China for more than one year, please provide the certificate of no criminal record provided by the local police station |
| **7** | 申请人所持签证（Z字或R字）或有效居留许可  Visa (Z or R) or valid residence permit |
| **8** | 随行家属所需材料：护照、签证（S字）、结婚证明或子女出生证明（原件及中文翻译件）  Required materials for accompanying family members: passport, visa (S), marriage certificate or birth certificate of children (original and Chinese translation) |

以上附件中所有由外教自行准备的材料**请提供原件和中国驻外使领馆认证的翻译件**，文件以照片（最好是照片）或者PDF扫描件的形式发送给聘请学院/部门，再提交给国交处。

**如果体检证明、工作资历、学历等材料是在中国取得的，您无需准备翻译件。**

For all the materials prepared by the foreign teachers themselves in the above attachments, **please provide the original and the translation certified by Chinese embassies and consulates abroad**. The documents shall be sent to the employing college / department in the form of photos (preferably photos) or PDF scanned copies and submitted to the International Cooperation and Exchange Division. The original shall be submitted after entering the country.

**All the materials you obtained in China do not need to be certified by the embassy.（For example Medical certificate，work experience certificate and highest diploma/degree）**

证件照要求：

最近6个月内拍摄；

背景要求为白色或接近白色，无边框；

照片压缩方式采用JPEG压缩技术，一般文件大小在40K~120K字节之间。

Requirements for ID photos:

Taken in the last 6 months.

The background should be white or close to white without border.

JPEG, the file size is generally between 40K and 120K bytes.