**上海交通大学外籍博士后报到手续**

感谢您选择了上海交通大学从事博士后研究工作。您需要按照以下步骤办理手续：

1. **保密审查**

保密审查表1份、护照复印件1份、中英文简历1份提交至上海交通大学保密办（B203）。注：此项不能由外籍博士后本人办理

1. **工作签证**

外籍博士后工作签证申请，请参考上海交通大学出入境管理中心网页：外籍博士后办理《外国人工作许可通知》/《外国人工作许可证》所需材料及操作流程http://cgcj.sjtu.edu.cn/Apply/Detail/200907375446?Tag=25

1. **博士后进站**

外籍博士后进站申请，请参考上海交通大学博士后管理办公室主页：博士后进站手续流程https://postd.sjtu.edu.cn/info/1024/1135.htm

1. **博士后报到**

博士后办理进站后，请携带体检单1份（复印件可）、博士后进站备案证明2份（中博会系统打印）1份来博管办报到。

1. **工资启动和保险**

请将报到手续单、护照复印件1份（写上手机号）、银行卡复印件1份、合同1份、导师缴纳培养费凭单1份、外籍博士后保险选择告知书提交博管办。在每月15日前提交材料，次月起薪。

**SJTU Application and Registration Process for Foreign Postdoctoral**

Thank you very much for choosing Shanghai Jiao Tong University to conduct the postdoctoral research work. Please refer to the following steps:

**Step1: Academic Confidentiality Review**

Submit the academic confidentiality review form, copy of passport, CV in both Chinese and English versions to SJTU Information Management Office (Room 203, New Administration Building B, Minhang Campus)

**Step2: Foreigner’s Work Permit Application**

Please refer to the Home Page of the SJTU Service Center for Exit-Entry Administration: Notification Letter of Foreigner’s Work Permit Process (外籍博士后办理《外国人工作许可通知》/《外国人工作许可证》所需材料及操作流程)

Link: http://cgcj.sjtu.edu.cn/Apply/Detail/200907375446?Tag=25

**Step3：Postdoctoral Application**

Please refer to the Home Page of the SJTU postdoctoral office：Postdoctoral application（博士后进站手续流程）

Link: https://postd.sjtu.edu.cn/info/1024/1135.htm

**Step4: Registration**

After finishing above procedures, submit the physical examination form (copies are acceptable), two copies of the postdoctoral (printed in the China Postdoctoral Website , Link: http://www.chinapostdoctor.org.cn)to SJTU Postdoctoral Management Office

**Step5: Salary & Insurance**

Please submit the registration form, copy of the passport (write down your mobile phone number), copy of the bank card, contract, supervisor’s funding transfer voucher, the foreign post-doctoral insurance selection notice to SJTU Postdoctoral Management Office before the 15th of the month and the salary will be paid in the following month (normally around 7th to 9th).