



中国科学院合肥物质科学研究院

Hefei Institutes of Physical Science, Chinese Academy of Sciences

## 外籍人员入职准备

### Preparation for Onboarding of Foreign Employees

一、如您被录用为本单位职工，请按以下流程办理：

If you are offered a position with our institution, please follow the procedures below.

(一)、确认取得本单位聘文（在编人员），完成进站手续（博士后人员）

1. Confirm receipt of the employment letter for a permanent position.

2. Confirm completion of the postdoctoral registration.

(二)、

1. 在编人员入职：人才岗主管张杨（联系方式：

zhangyang@aiofm.ac.cn/13355513756）将为您提供意向协议

电子版及申请免税待遇材料清单，请您提前准备相关材料；

调配岗主管孙诗华（联系方式：

sunsh@aiofm.ac.cn/18500831451）将与您联系，将办理入职

的流程先发给您，请您提前准备相关材料；

1. For permanent staff: The Talent Acquisition Supervisor will provide you with an electronic copy of the Employment

Contract and the checklist for the tax exemption application.

The Talent Mobility Supervisor will contact you and provide the employment procedures. Please prepare the relevant materials in advance.

For any questions , please contact :

- Zhang Yang (Talent Acquisition Supervisor):

[zhangyang@aiofm.ac.cn](mailto:zhangyang@aiofm.ac.cn)/ 13355513756/ Office: Room 324

- Sun Shihua (Talent Mobility Supervisor):

[sunsh@aiofm.ac.cn](mailto:sunsh@aiofm.ac.cn)/ 18500831451/ Office: Room 326

2.博士后人员入职：博士后主管汪凤宇（联系方式：

wangfy@hfcas.ac.cn/18860473951）将为您提供意向协议电子版及申请免税待遇材料清单，请您提前准备相关材料；调配岗主管孙诗华（联系方式：[sunsh@aiofm.ac.cn](mailto:sunsh@aiofm.ac.cn)/18500831451）将与您联系，将办理入职的流程先发给您，请您提前准备相关材料

2. For postdoctoral fellows: The Postdoctoral Supervisor will provide you with an electronic copy of the Employment

Contract and the checklist for the tax exemption application.

The Talent Mobility Supervisor will contact you and provide the employment procedures. Please prepare the relevant materials in advance.

For any questions , please contact :

- Wang Fengyu (The Postdoctoral Supervisor):

[wangfy@hfcas.ac.cn](mailto:wangfy@hfcas.ac.cn)/ 18860473951/ Office: Room 323

- Sun Shihua (Talent Mobility Supervisor):

[sunsh@aiofm.ac.cn](mailto:sunsh@aiofm.ac.cn)/ 18500831451/ Office: Room 326

(三)、请您收到意向协议后，打印并签字，签字后扫描发回给张杨或汪凤宇

Please print and sign the receipt of the Letter of Intent Contract /the Employment Contract and send the scanned copy to Zhang Yang or Wang Fengyu.

(四)、张杨或汪凤宇将意向协议盖章后交给国合处外事主管沈歆媛（联系方式：[shenxy@ipp.ac.cn](mailto:shenxy@ipp.ac.cn)/15055182939）

The signed and stamped contract will be submitted to the International Cooperation Office by Zhang Yang or Wang Fengyu. For further information, please contact Shen Xinyuan, the Foreign Affairs Supervisor, at [shenxy@ipp.ac.cn](mailto:shenxy@ipp.ac.cn)/15055182939.

(五)、沈歆媛将为您申请工作许可

Shen Xinyuan will apply for your work permit.

(六)、申请到工作许可后会将电子版发给您

After the work permit is obtained, a copy will be sent to you.

(七)、您持工作许可，在您的国家办理 Z 签（职业签证）

With the work permit, you will need to apply for a Z visa (work

visa) in your home country.

(八)、您持签证办理入境来到中国

Enter China with a valid visa.

(九)、办理入职手续，签订聘用合同

Complete the onboarding procedures and sign the employment contract.

(十)、财务处主管赵梦洁（联系方式：

[zhaomj@hfcas.ac.cn/15855107917](mailto:zhaomj@hfcas.ac.cn/15855107917)）为您办理申请免税事宜

（是否免税按照当时执行的政策确定。）

The Supervisor of the Finance Office will handle the tax exemption application for you. Whether the exemption is applicable will be depend on the policies in effect at the time.

For any questions, please contact Zhao Mengjie, The Supervisor of the Finance Office, at [zhaomj@hfcas.ac.cn/15855107917](mailto:zhaomj@hfcas.ac.cn/15855107917).

(十一)、国合处主管沈歆媛指导您申请居留许可

Shen Xinyuan, the Supervisor of the International Cooperation Office, will guide you through the application for a residence permit.

(十二)、其他事项

Other matters.