

编号

# 中华人民共和国 外国人工作许可通知

(来华工作90日以上)

经\_\_\_\_\_批准, \_\_\_\_\_(国籍)\_\_\_\_\_  
先生/女士(护照号码: \_\_\_\_\_类别: \_\_\_\_\_工作许可编  
号: \_\_\_\_\_), 在中华人民共和国\_\_\_\_\_省(自治区、  
直辖市) \_\_\_\_\_市(设区市) \_\_\_\_\_县(市、区)  
单位工作, 批准期限\_\_\_\_\_个月。

签发日期            年        月        日

随行家属共\_\_\_\_\_人。

配偶姓名: \_\_\_\_\_

子女姓名: \_\_\_\_\_

其他人员: \_\_\_\_\_

**本件自签发之日起3个月内有效, 不能作为签证或代替签证。**

## 注意事项

中华人民共和国实行外国人来华工作许可制度。外国人获得本通知后, 应当办理如下有关手续:

1. 持本通知至中华人民共和国驻外使、领馆办理签证。
2. 持有效签证、聘用合同等材料至用人单位所在地的外国人来华工作管理部门办理《中华人民共和国外国人工作许可证》。
3. 入境30日内持《中华人民共和国外国人工作许可证》等材料至用人单位所在地公安机关出入境管理机构办理工作类居留证件。

File No:

**NOTIFICATION LETTER OF FOREIGNER'S WORK PERMIT  
IN THE PEOPLE'S REPUBLIC OF CHINA**

(WORKING PERIOD OF MORE THAN 90 DAYS)

Upon approval by \_\_\_\_\_, Mr./Ms. \_\_\_\_\_ (Passport NO. \_\_\_\_\_ Category \_\_\_\_\_ Work Permit NO. \_\_\_\_\_) from \_\_\_\_\_ (Country of citizenship) is hereby permitted to work in \_\_\_\_\_ (Employer) in \_\_\_\_\_ County(City,District), \_\_\_\_\_ City(Prefecture), \_\_\_\_\_ Province(Autonomous Region, Municipality Directly under the Central Government) of the People's Republic of China for \_\_\_\_\_ months.

Date of issue                  day                  month                  year

There will be \_\_\_\_\_ accompanying family member(s).

Spouse's full name:

Child(ren)'s full name(s):

Other accompanying member's full name:

**VALID FOR 3 MONTHS FROM THE DATE OF ISSUE. THIS IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.**

**IMPORTANT NOTICES**

Foreigners working in China should follow relevant work permit regulations. Those who have received this notification letter of work permit for foreigners working in the People's Republic of China should go through the following procedures:

1. Present the notification letter and other relevant documents to the embassy or consulate office of the People's Republic of China when applying for a visa.
2. Present the valid visa, employment contract and other relevant documents to the local government departments in charge of foreigners working in China where the employer is located to apply for foreigner's work permit .
3. Within thirty (30) days of entry into the People's Republic of China, the foreigner who has obtained work permit should present the work permit and other relevant documents to the local public security authorities to apply for work-type residence permit.