

外国专家短期来华 相关办理程序实施细则 (试行)

Detailed Implementation Rules for Procedures for Handling
Matters Related to Foreign Experts Making Short-term Visits
to China
(for trial implementation)

一、办理对象

受中国境内的聘请单位邀请,来华从事管理、技术、科研、教学、指导、咨询等工作,停留时间不超过90天(含)的外国专家。

I. Intended groups

All foreign experts invited by employers located within the territory of China, to fulfill any work assignment of a managerial, technical, scientific and research, instructional, guiding, or consulting nature and for a period of no more than ninety (90) days in China.

二、审批条件

- (一) 聘请单位具有法人资格,有开展聘请外国专家工作的能力;
- (二) 有明确的来华工作任务;
- (三) 有详细的在华活动日程;
- (四) 有充足的费用保障外国专家来华;
- (五) 邀请的外国专家条件参照《外国专家来华工作许可服务指南》(外专发〔2015〕173号)第七条标准执行。

II. Conditions for approval

(i) an employer having a legal-person status and the ability to engage in recruitment of foreign experts;

(ii) a clearly-stated work assignment in China;

(iii) a detailed activity schedule in China;

(iv) sufficient funds being available to ensure foreign expert's stay in China; and

(v) an invited foreign expert being in compliance with the conditions specified in Article 7 of the Service Guide for Foreign Expert Work Permit (No. 173 [2015] of State Administration of Foreign Experts Affairs).

三、申请材料

(一) 《外国专家来华邀请函申请表》;

(二) 聘请单位的申请函;

(三) 拟入境人的有效护照或其他国际旅行证件;

(四) 短期聘用合同或派遣(邀请)函;

(五) 需提交的其他材料。

III. Application materials

(i) application form for an invitation letter for foreign expert visiting China;

(ii) application letter from an employer;

(iii) a valid passport or other international travel document of a person applying for admission into China;

(iv) a short-term employment contract or assignment (invitation) letter; and

(v) other materials deemed necessary.

四、办理程序

(一) 外国专家的聘请单位向所在地的办理机关提出申请；

(二) 办理机关对聘请单位的申请进行审查，并在 5 个工作日内向聘请单位告知审查结果；

(三) 审查通过的，由办理机关签发《外国专家来华邀请函》，外国专家持《外国专家来华邀请函》及相关材料，向我驻外签证机关申请来华停留时间不超过 90 天（含）的 F 字签证；

(四) 办理机关有权对聘请单位的申请予以拒绝，但须向聘请单位告知原因；

(五) 办理机关要严格审批，对申请签证有效期、拟入境次数、最长停留时间等内容要认真把关，审查办理要准确、规范、及时。

IV. Handling procedures

(i) a foreign expert' s employer submits an application to a handling authority where it is located;

(ii) the handling authority reviews the employer' s application and notifies it of any results within five (5) working days;

(iii) where the application is approved after the review, the handling authority shall issue an “invitation letter for foreign expert visiting China” , with which, along with other relevant materials, a foreign expert may apply, at a Chinese visa-issuing authority stationed abroad, for a F-Visa for a period of no more than ninety (90) days in China;

(iv) the handling authority has the right to reject the employer' s application, provided it notifies the latter of the grounds for rejection;

(v) the handling authority shall seriously perform its examination and approval duties, carefully check such items as the period of validity of the visa applied, number of entries, and the maximum duration

of stay, amongst others, and handle the examination and approval formalities in an accurate, standardized and timely fashion.

五、办理机关

经国家外国专家局备案的省、自治区、直辖市外国专家局及副省级城市外国专家局，新疆生产建设兵团外国专家局（简称省级办理机关），以及具备条件的设区市的外国专家局（简称市级办理机关，与省级办理机关合称为办理机关）负责本行政区内《外国专家来华邀请函》的办理工作。

V. Handling authority

The administrations of foreign experts affairs of all provinces, autonomous regions, municipalities directly under the Central Government and sub-provincial cities, and the Administration of Foreign Experts Affairs of Xinjiang Production and Construction Corps (hereinafter referred to as “provincial-level handling authorities”), which have filed records with the State Administration of Foreign Experts Affairs, and the administrations of foreign experts affairs of cities divided into districts where conditions are favorable (hereinafter referred to as “municipal-level handling authorities”, which, together with “provincial-level handling authorities”, are referred to as “handling authorities”), shall be responsible for handling matters related to “invitation letter for foreign expert visiting China” within their respective administrative regions.

六、备案制度

（一）国家外国专家局对《外国专家来华邀请函》的办理机关实行备案管理；

（二）国家外国专家局对省级办理机关提出的备案申请进行审核，定期公布备案信息并通报外交部；

（三）办理机关签发《外国专家来华邀请函》，须由经备案的签字人签名并加盖本单位公章后方有效，签名及公章未经备案或与备案不一致的，签发的邀请函无效；

（四）省级办理机关负责就本单位及所属设区市的外国专家局的备案信息，向国家外国专家局提出备案申请。备案信息包括单位名称、公章样式、签字人姓名、签名样式等。签字人须为单位的主要负责人或相关负责人，一个办理机关可以申请备案 2 名签字人。备案信息发生变化时，由相关省级办理机关及时将变化情况报国家外国专家局。

VI. Recordation system

(i) The State Administration of Foreign Experts Affairs shall implement a recordation system for handling authorities in charge of matters related to “invitation letter for foreign expert visiting China” ;

(ii) The State Administration of Foreign Experts Affairs shall review recordation applications of provincial-level handling authorities, regularly publish recordation information, and notify the Ministry of Foreign Affairs of such information;

(iii) An “invitation letter for foreign expert visiting China” issued by any handling authority shall be valid only when it is duly signed by a signatory having completed a recordation process with the authority, and affixed with the organization’ s official seal; where the signature and official seal are not filed official records, or found to be inconsistent with the records on file, the invitation letter thus issued shall be deemed null and void;

(iv) A provincial-level handling authority shall file a recordation

application to the State Administration of Foreign Experts Affairs concerning its own recordation information and that of its subordinate administrations of foreign experts affairs of cities divided into cities. The recordation information shall include name of work unit, an official seal sample, name of signatory, and a signature sample, amongst others. The signatory must be the main responsible person of the work unit, or one in charge of relevant matters; each handling authority may apply for two signatories. In case of any change to the recordation information, the relevant provincial-level handling authority shall timely report such a change to the State Administration of Foreign Experts Affairs.

七、监督与管理

（一）国家外国专家局实行定期抽查和督查制度。对办理机关办理的工作进行随机抽查，或根据相关部门的反馈及群众举报对办理机关的工作进行督查；

（二）各省级办理机关负责对本单位及所属市级办理机关办理《外国专家来华邀请函》的工作进行自查和监督管理；

（三）对违反国家相关规定的办理机关或签发人，国家外国专家局将视情节给予通报批评、暂停办理直至取消办理权，并将有关情况通报其上级部门及相关部门；

（四）对以不正当手段取得或涂改、倒卖及以其他形式非法转让《外国专家来华邀请函》的聘请单位，国家外国专家局或有关办理机关将撤销《外国专家来华邀请函》，将该聘请单位列入黑名单，并通报相关部门。

VII. Supervision and management

(i) The State Administration of Foreign Experts Affairs shall implement a regular spot check and supervision system under which

random spot checks are conducted on the work of handling authorities, or supervision actions are taken against a handling authority's work in response to feedback of relevant departments or tip-offs of the general public;

(ii) All provincial-level handling authorities shall undertake self-inspection and supervisory activities to ensure their own work or that of their subordinate municipal-level handling authorities with regard to the handling of "invitation letter for foreign expert visiting China" are properly carried out;

(iii) In cases where any handling authority, or signatory, violates any regulation of the State, the State Administration of Foreign Experts Affairs shall, depending on the circumstances, circulate a notice of criticism, suspend or even cancel its handling power, and notify its superior or relevant departments of the relevant situation;

(iv) In cases where an employer obtains an "invitation letter for foreign expert visiting China" by illegitimate means, or alter, resell at a profit, or illegally transfer it through other means, the State Administration of Foreign Experts Affairs, or relevant handling authority, shall revoke the "invitation letter", put the employer in blacklist, and notify relevant departments of the situation.

八、其他

(一) 国家外国专家局设立全国统一的《外国专家来华邀请函》办理电子平台，各办理机关和聘请单位使用该平台开展《外国专家来华邀请函》的申请、审批、办理等工作；

(二) 国家外国专家局统一印制《外国专家来华邀请函》，由办理机关在电子平台上打印，手写无效；

(三) 《外国专家来华邀请函》实行全国统一编号，编号由电

子平台自动产生；

（四）本细则的解释权归国家外国专家局；

（五）本细则自 2015 年 11 月 1 日起实行。

VIII. Miscellaneous

(i) The State Administration of Foreign Experts Affairs shall set up a unified national electronic platform for the handling of “invitation letter for foreign expert visiting China” ; all handling authorities and employers may use this platform to process application, examination and approval formalities, and handle matters related to “invitation letter for foreign expert visiting China” ;

(ii) The State Administration of Foreign Experts Affairs shall create a uniformly printed “invitation letter for foreign expert visiting China” , which may be printed out from the electronic platform by handling authorities; any hand-written letters shall be invalid;

(iii) “Invitation letters for foreign experts entering China” shall follow a set of national unified codes, which are automatically generated by the electronic platform.

(iv) State Administration of Foreign Experts Affairs reserves the right to final interpretation of these Detailed Implementation Rules.

(v) These Detailed Implementation Rules shall take effect as of November 1, 2015.

附件：《外国专家来华邀请函》申请表

Attachment: Application Form for an Invitation Letter for Foreign Expert Visiting China

附件：

《外国专家来华邀请函》申请表

聘请单位基本信息			
单位名称		联系人	
移动电话		传真	
邮箱		单位地址	
专家来华工作任务			
专家来华工作日程			
经费来源		金额	万元
拟入境次数		最长停留时间	

Basic information about the employer			
Name of employer		Contact person	
Mobile phone no.		Fax	
Email		Address of employer	
Work task(s) of the expert to be working in China			
Work schedule of the expert to be working in China			
Fund sources		Amount	(in 10,000 CNY)
Intended number of entries		Longest duration of stay	

拟入境专家信息						
姓名		性别		出生 日期		
国籍		婚姻 状况		最高 学位		
是否曾在 中国工作		国外 住址				
护照号码			国外 住址 电话			
电子信箱 地址						
主要 教育 经历						
主要 工作 经历						
主要 成就						
备注						

Information about the expert for admission into China						
Full name (in foreign language)		Sex		DOB		
Nationality		Marital status		Highest education level		
Past working experience in China, if any		Foreign address				
Passport no.			Telephone in a foreign address			
Email						
Main education background						
Main working experience						
Main achievements						
Remarks						

- 若英文译本与中文有异，以中文版本为准。
- In case of any discrepancies between the Chinese version and the English version, the Chinese version shall prevail.