

# 东南大学外籍及港澳台人员博士后申请及报道指南

## Postdoctoral Application & Onboarding Guide in SEU

### 1. 博士后申请资格 **Application Requirements:**

- ① 年龄不超过 40 岁，身心健康。  
Aged under 40 and in good health.
- ② 已取得博士学位或通过博士论文答辩。  
Having obtained the doctoral degree or having passed the doctorate defense.
- ③ 能保证在我校连续全职工作不少于 21 个月。  
Able to guarantee the consecutive research in SEU exclusively for no less than 21 months.
- ④ 我校的博士毕业生继续留在我校做博士后的，进站时应更换一级学科和合作导师。  
Doctors graduates from SEU should change the first-level discipline and supervisor.

### 2. 博士后申请程序 **Application Procedures:**

- ① 登陆东南大学博士后网页，学习博士后相关政策、联系合作导师、达成合作协议。  
Visit the website of Postdoctoral Affairs Office (hereinafter, PAO) of SEU to learn relevant policies; Contact the tutor and achieve primary cooperative agreement.
- ② 填写《东南大学博士后申请表》（附件一），经合作导师、院系负责人签字后，提交至博管办，等待批复。  
Fill out the *Application for Postdoctor Admission Form* (see Annex I), sign it from the tutor and department head, then send it to PAO and wait for the approval.
- ③ 接到同意录用通知之后，请及时准备进站材料（附件二），并提交至博管办。  
Please prepare related documents specified in Annex II after receiving the notification of admission and send them to PAO as soon as possible.

### 3. 到达学校（此部分仅适用于尚在国（境）外的外籍人员）

#### **Getting to SEU (only applicable to those who are not in China now)**

- ① 申请来华签证：凭学校博管办开具的介绍信到海外教育学院领取《录取通知书》和《外国留学人员来华签证申请表》（简称 JW202 表），并到当地中国驻外使（领）馆申请办理来华留学签证。中国驻外使（领）馆联系方式可以通过中国外交部网站查阅。

Application for Chinese X-Visas: Go to College for International Students with the letter from PAO and get your **Admission Notification** and a **Visa Application Form for Foreign Students Studying in China** (JW202). Then go to the Chinese Embassy or Consulate in your home country for visa application to China with **valid passport, Admission Notification, JW202** and other supporting documents requested by the Embassy or Consulate.

Do make sure that your letter of admission and JW202 form are handed back to you together with your passport after obtaining your Chinese visa. You will need these documents to apply for Residence Permit after your arrival in Nanjing. For information regarding the location and the contacts of the Chinese Embassy/Consulate in your country, please visit the Chinese Ministry of Foreign Affairs at [http://www.fmprc.gov.cn/mfa\\_eng/](http://www.fmprc.gov.cn/mfa_eng/).

- ② 来华前准备：有效护照、来华签证、录取通知书、外国留学人员来华签证申请表、证件照、博士学位证书等。另请准备大约 8000 元人民币，用于体检、申请居留许可证、两年的房租和押金，以及第一个月的生活费等。

What to Bring to China: Valid passport and X1 visa, Admission Notification and JW202 from, Passport-size photos, Doctoral Degree Certificate, etc. **Take at least 8,000RMB with yourself for the medical checkup, residence permit application, dorm deposit and two years' rent, and the 1st-month living expense, etc.**

- ③ 到达学校：联系你的合作导师并确认你确切的到校时间。到达学校后，请空腹到校医院或附属中大医院进行体检，并携带体检报告到学校博管办（四牌楼校区五四楼 213 室）报道。未通过入职体检者，应予以退站处理。

Contact your tutor and confirm your exact arrival date and arrange your first meeting. Go to SEU Hospital or Zhongda Hospital to do medical checkup on an empty stomach if you didn't do that before and report to PAO (Room 213, 54 Building, near South Gate) during working hours (8:00-11:30am, 2:00-5:30pm) with the medical report. **The onboarding qualification will be cancelled for those who cannot pass the medical checkup.**

4. **入校报道：**凭学校博管办开具的介绍信，到相关部门办理入校报道手续。包括：领取校园一卡通、办理工资卡、工作证、公费医疗、公寓入住、申领外国人居留许可等等。

**Onboarding Procedures:** Please go to relevant departments to obtain your campus I.D. card, enroll your banking information, active your work certificate, join the public medical service system, check into postdoctoral dormitory, and apply for residence permit, etc.

5. **博士后工作：**博士后进站后，应按时提交工作协议（1 个月内）、开题报告（3 个月内）、中期考核（1 年时），并且积极申报各类博士后基金。

**Postdoctoral Work at SEU:** Postdoctors should sign scientific research agreement with the departments within one month after registration, write thesis proposal within three months after registration, take the mid-term examination at the twelfth month after registration, and proactively participate in application for all kinds of postdoctoral Science Foundation.

6. **备注：**博士后在站工作时间一般为 24 个月，因承担重要科研项目而确需延期的，须提前 2 个月提交《东南大学博士后延期出站申请表》。延长期内，博士后不再享受学校提供的住房、工资、津贴、医疗等一切待遇。

**Notes:** Postdoctors are in station for 24 months in principle. Who needs a delay under certain circumstances must submit a written report to the PAO in advance for approval, without approval they shall not be postponed. Everyone has 24-month salary whether with a delay or not.

# Postdoctoral Work Flow Chart

