

流动站进站纸质材料一览表——外籍及港澳台地区博士后 Postdoctoral Application Documents Checklist

请在收到录用通知之后，准备以下材料一式三份（原件一份，复印件两份），提交至博管办。

Please prepare related documents below after receiving the notification of admission and send them to Postdoctoral Affairs Office as soon as possible. Item 1-6 should be provided in the following order in triplicate (one original and two copies). Item 7 is needed separately (only one copy).

序号 Item	材料名称 Materials	备注：用夹子夹好即可，切勿装订 Note: DO NOT BIND THEM TOGETHER
1	博士后申请表 Postdoctoral Application Form	在中国博士后网站注册、登录，填报申请内容，在线提交，生成并打印纸质申请表（ 每页右下角有校验码，双面打印 ）。具体请参照《博士后申请表填写指南（流动站—外籍、港澳台人员）》。 The applicants register and fill out the application information at http://www.chinapostdoctor.org.cn . Then export the application form, print it out and sign. ★ Please read our guidelines before completing this form.
2	博士后科研流动站设站单位学术部门考核意见表 The Academic Evaluation Form Of Departments	流动站所在院系负责人签字，并加盖院系公章。 The form should be signed by department head and affixed the official seal of the department.
3	博士学位证书复印件或答辩决议书复印件 Copy of Doctoral Degree Certificate / Copy of Dissertation Defense	博士毕业 6 个月内人员可先提供 学校或单位学位主管部门 出具的同意授予博士学位证明。进站 6 个月内需将博士学位证书交我校博管办核验及备案，未按时提交学位证书人员应按退站处理。 The applicants who haven't got their Doctoral Degree Certificates can provide the copy of Dissertation Defense affixed the official seal of Academic Degree Evaluation Committee . The applicants who fail to submit the Doctoral Degree Certificates within six months after onboarding will be ordered to quit.
4	学历学位认证书复印件 Copy of Doctoral Degree Certificate Attestation	在中国以外国家或地区取得博士学位人员还须提供由 中国驻外使领馆 出具的学位认证。The applicants who obtained their Doctoral Degrees outside China must also provide the copy of Doctoral Degree Certificate Attestation issued by the local Chinese embassies or consulates.
5	身份证件复印件 Copy of Identification Documents	港澳台人员提供该地区身份证，外籍人员提供护照首页复印件 The applicants from Hong Kong, Macao and Taiwan should provide the copy of I.D. Card. Foreigners provide the copy of the front page of Passport.
6	博士后进站审核表 The Admission Evaluation Form	在“一、申请人当前身份”中勾选“外籍人员”或“港澳台地区人员”，其它部分均为空白，不需要填写。 Only check the box “Foreigners 外籍人员” or “港澳台地区人员”.
7	东南大学医院或中大医院提供的合格体检报告 Recent Medical Report of SEU or Zhongda Hospital	若申请人尚在国（境）外，可暂不提供体检报告，直接办理进站。待到你到校后，即刻进行体检。若体检不符合本校要求，应按规定予以退站。 The applicants who are not in mainland China now may not provide the medical report temporarily. But they have to take the medical checkup immediately after arriving in SEU. The onboarding qualification will be cancelled for those who cannot pass the medical checkup.