

## 工作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

请准备以下材料一式四份（原件一份，复印件三份），提交至东南大学博管办。

Please prepare related documents below in the following order in quadruplicate (one original and three copies) and send them to Postdoctoral Affairs Office.

序号 Item	材料名称 Materials	备注：用夹子夹好即可，切勿装订 Note: <b>DO NOT BIND THEM TOGETHER</b>
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（ <b>每页右下角有校验码，双面打印</b> ）。具体请参照《博士后申请表填写指南（工作站—外籍、港澳台人员）》。 The applicants register and fill out the application information at <a href="http://www.chinapostdoctor.org.cn">http://www.chinapostdoctor.org.cn</a> . 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	博士后科研工作站研究项目领导小组考核意见表 The Academic Evaluation Form Of Cooperation	工作站所在单位负责人签字，并加盖单位公章。 The form should be signed by cooperation head and affixed the official seal of the cooperation.
4	博士学位证书复印件 Copy of Doctoral Degree Certificat	博士毕业 6 个月内人员可先提供 <b>学校或单位学位主管部门</b> 出具的同意授予博士学位证明（非答辩决议或答辩通过证明）。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 proof of having been Conferred a Doctoral Degree from the <b>Academic Degree Evaluation Committee</b> . The applicants who fail to submit the Doctoral Degree Certificates within six months after onboarding will be ordered to quit.
5	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 <b>中国驻外使领馆出具</b> 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.
6	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.
7	东南大学与工作站联合招收博士后三方协议书 Three-party Agreement	四份协议书 <b>均为原件</b> 。工作站负责人签字、加盖公章，博士后签字。 The agreement should be in four originals, and be signed by both postdoctor and cooperation head with the official seal affixed.
8	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”.