

Beginning your career in China

A guide for returning Chinese students

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Chinese Employment Market Information Package Introduction

During Semester 1 2013, we did some research about Chinese employment markets, mainly focused on returning Chinese students' employment. We collected some information and sorted out this package. Here are the contents:

1. Differences Between Chinese CVs and English CVs (page 3)

This document summarized some differences and common points between Chinese CVs and English CVs.

2. Chinese Companies Campus Recruitment Program Introduction (page 5)

This document describes overviews of Chinese campus recruitment program.

3. Popular Chinese Recruitment Websites Introduction (page 6)

We summarized the most essential and useful points of 51 JOBS, ZHAOPIN, CHINAHR, DAJIE and YINHANGZHAOPIN.

4. Job Hunting Experience (page 16)

We interviewed with three students with their job hunting experiences: the first student got a job through campus recruitment, the second student acquired a job through social recruitment and the third student who graduated from LUBS found a job through both campus recruitments and social recruitments.

5. Preferential Policies for Returning Chinese Students in China (page 21)

To encourage Chinese overseas students to go back to China to make contribution to China's development, Chinese government issued many preferential policies like Shanghai settlement preferential policy, Beijing settlement policy and free-taxes car purchases. These documents provide detailed information about how to take advantage of these preferential policies. It will very useful for Chinese students.

Differences and Common Points between English CVs and Chinese CVs

Differences:

1. Photos

English: No photos (To avoid discrimination).

Chinese: Candidates should provide photos on CVs, especially the one who apply for sales, receptionist or public relationship positions. (Be careful about the photo. You should provide an appropriate and polite photo rather than a beautiful one. If you provide a very charming photo and get an interview, but you look very different in real life, the result will definitely to be opposite to your intention.)

2. Ages

English: No ages and date of birth (To avoid discrimination).

Chinese: Date of birth is absolutely necessary in Chinese CVs.

3. Genders

English: No genders (To avoid discrimination).

Chinese: Gender information is obligatory in Chinese CVs.

4. Marital Status

English: No marital status (To avoid discrimination).

Chinese: Marital status is not necessary in Chinese CVs. But whether you mention it in your CV, HR will ask your marital status when they want to hire you. Normally, marital status would not influence men's job hunting but it will affect women's. Some functional positions like administration, human resources and accountants prefer married women since they are more stable. However, sales positions prefer unmarried females as they do not need to take care of their family which means they can have more time and energy on work.

5. Political affiliations

English: *No political affiliations*

Chinese: If you want to apply to a job in stated-owned companies or government organizations, it will helpful that you are a Chinese communist. But if you want to apply to a job in private companies or foreign companies, HR would not care about your political status normally.

6. Contact information

English: You need to provide your email, address, telephone number and possibly your LinkedIn address on your CV. Usually, HR will contact you through email in the first instance.

Chinese: You need to provide your address, mobile number and email on CV. Generally, HR will contact you through mobile phone.

7. Length

English: No longer than two pages, although American companies may expect only one page.

Chinese: No longer than two pages, normally one page unless you have rich experiences.

Common points:

1. Education experience
2. Working experience
3. Skills include language skills and computer skills
4. Interests and hobbies

Chinese HR often interested in:

1. Information about your family members(especially their jobs)
2. Your career plan
3. Reasons of you quit your last job
4. Marriage condition
5. Relationship with your former bosses and colleagues

Chinese Company Campus Recruitment Program Introduction

Time Period: September to November every year and March to April next year.

Chinese students normally study 4 years for their bachelor degree (Some specific programmes like medicine or science last for 5 years). They often finish their courses in the first semester (September to January) of the fourth year. Students often do an internship and write their dissertation in the second semester (March to June). Normally, students graduate in July.

Chinese students often have several choices after they graduate from university: find a job, go abroad for further study, pursue a masters degree in China or be a civil servant. The National Civil Servant Examinations often take place in December and The National Postgraduate Qualifying Examinations take place in the middle of January. The reason that campus recruitment will review in March and April is that many companies would like to recruit students who failed in The National Civil Servant Examination and The National Postgraduate Qualifying Examination.

Marketing Methods:

1. Place advertisements on several well-known recruitment websites like Zhaopin, 51job and Chinahr. Generally, companies would establish a campus recruitment page and link it with their advertisements. They would introduce their company and campus programme which includes presentation timetable, recruitment process, positions, training plan, salary system, welfare, work environment and employee activities etc.

2. Campus presentation. Companies will choose a series of universities from which they would like to recruit students. Then, they will contact these universities and do presentation in campuses. Normally, every university will have an admission and employment office which is responsible for promoting students' employment.

Recruitment Process:

Online applying (September to middle November)

Written examination (late November and early December)

Interview (at least two rounds, usually late December and January)

Physical check-up (February)

Issue offer (March and April)

Note: Some second round recruitments which focus on students who failed in The National Civil Servant Examination and The National Postgraduate Qualifying Examination often have the same process and all actions will be completed in three months and offers issued in June.

Job Hunting Websites

Website Name: 51job.com

Website Address: <http://www.51job.com/>

Website detail introduction:

Locations

Applicants can choose cities that they would like to work in. Every city has an independent page that demonstrates all available positions, company recruitment advertisements and local services like typical salary ranges for this city.

My 51job

Every applicant needs to create a account to apply for jobs. After log in to your account, many useful functional sections are available for users:

My search engines:

Users can set up several individual job search engines according to personal preferences like locations, positions, company types, wages range etc. Then, the website will demonstrate all jobs that meet users' requirements according to their settings on the page.

My CV:

Users can set up as many CVs as they need. The website provides several CV models like standard CV and fresh graduate CV. Users can just select the model they need, then fill in CV that contains personal information, self-assessment, job intention, study experience, working experience, language skills, attachments etc. Fresh graduate CV contains some student information like awards acquired in campus, internship experience and positions in societies rather than working experience. After filling in the content, click on "Save"; users can get their CV immediately. Additionally, users can change, modify and delete their CVs whenever they want.

Moreover, users can refresh their CVs. "Refresh" means you want to find a job now and this action make your CV easier to be found in resume database of 51job compared to these old CVs which haven't been refreshed for a long time.

Users can know which companies have viewed their CVs in last two months and they can see recruitment brochures of these companies on the website as well.

Compared to Zhaopin, this website has a new function in this section, which is 'Blocking Company List'. If users do not want a company to check their CVs, they just put the company name on the Blocking Company List, then the company cannot acquire or check the user's CV. Also, you can change your settings whenever you like.

Favorites

Users can collect a maximum of 500 positions into Favorites and valid period is two months. This function make it easier to review positions users are interested in.

My applications and feedbacks:

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Job seekers can read messages which are sent by human resource managers in this section.

It also provides job application records in the last 90 days. These records include application date, position, company name, location, CV name, competitiveness (it contains many data like how many people apply for the position, education level distribution and years of working distribution) and similar positions of other companies.

Service Subscription Center

51 job provides some free information share services that including sales information, message reminders, talent information share, job opportunity recommendations, training classes information etc through email. Users can book and cancel these services in this section.

Campus Recruitment Channel

All the campus recruitment program introductions (including company introduction, recruitment process, presentation timetable etc.) are advertised at this channel. Users can log in to companies' website from this channel to apply for positions.

This section provides some vocational guidance information and data to fresh graduates to help them orientate themselves. Many professional human resource workers are invited to open a blog on the website to offer free career advices. Some job hunting tips are provided to users as well.

Moreover, 51job have a recruitment discussion board where candidates can discuss and share job hunting experience.

51job also established an internship channel which shows all the internship opportunities.

CAREER GUIDANCE

Application guidance

This section provides plenty of CV written tips like how to write English CV, how to write application letters, what HR managers care about on your CV etc. It also provide a great number of CV models.

It provides online application and interview tips as well.

Psychological test

This section provides thousands of psychological tests like what's your personality gift? What's your professional special characteristic? How's your social condition? Are you good at communicating with others? These tests help candidates understand themselves and their personalities better.

Online Salon & Labor Law study

Compared to Zhaopin, 51job does not have salary survey system. But what makes it different is its Labor Law Section which shares many human resource law information and case studies. Through these case studies, many human resource workers can know how to solve labor disputes and people can know labor law well.

It also has several topics during a specific period, and people can discuss these topics like “Are you ok on your first job?” Or “How should women balance family and career?” Users can share their experiences and ideas about these common situations.

Survey

To acquire update data, the survey section conducts surveys to collect information.

Website Name: chinahr.com

Website Address: <http://www.chinahr.com/>

Website detail introduction:

Locations

Applicants can choose cities that they would like to work in. Every city has an independent page that demonstrates all available positions, company recruitment advertisements and local services like typical salary ranges for this city.

Management Center

My CV

Users can set up as many CVs as they need. Compared to Zhaopin and 51job, the website just provides a standard CV model. It does not provide fresh graduates CV model. Users fill in CV that contains personal information, self-assessment, job intention, study experience, working experience, language skills, attachments etc. After filling in the content, click "Save"; users can get their CV immediately. Additionally, users can change, modify and delete their CV whenever they want.

Users can know which companies have viewed their CV in the last two months and they can see recruitment brochures of these companies on the website as well.

There is a special service called Resume Outgoing in this website. You can send a CV which was created at this website to any companies that are out of the website. Just fill in the companies' name, position name, email address and email title, the system will send your CV to the email.

My search engines:

Users can set up several individual job search engines according to personal preferences like locations, positions, company types, wages range etc. Then, the website will demonstrate all jobs that meet users' requirements according to their settings on the page.

My applying records

It also provides job application records in the last 90 days. These records include application date, position, company name, location, CV name and numbers of competitors.

Favorites

Users can collect a maximum of 30 positions into Favorites. This function makes it easier to review positions users are interested in.

Who checked my CV?

In this section, users can know which company checked and downloaded their CVs, which CV and when they checked. Just click on the company name, then users can visit the companies' recruitment page.

My test

Users can do free behavioral style tests and receive behavior profile on this section.

Campus Recruitment Channel

All the campus recruitment program introductions(including company introduction, recruitment process, presentation timetable etc.) are advertised on this channel. Users can log in to companies' websites from this channel to apply for positions. Applications will be recorded as well.

Career Guidance

This section provides some vocational guidance information and data like how to write CV, how to deal relationship with boss and colleagues, welfare information share etc.

Talent Assessment

If companies would like to arrange online assessments for candidates, Chinahr can do it for them. These assessment services involve personality test, leadership test, creativity test etc. Candidates can log in to this section with the account that companies gave them, then complete the test on Chinahr

Offline Service

Chinahr provides many offline services like career planning, and career surgery. These services are charged.

Website Name: zhaopin.com

Website Address: <http://www.zhaopin.com/>

Website detail introduction:

Locations

Applicants can choose cities that they would like to work in. Every city has an independent page that demonstrates all available positions, company recruitment advertisements and local services like salary ranking lists for this city.

CV Center

Every applicant needs to create an account to apply for jobs. After log in to your account, many useful functional sections are available for users:

My search engines:

Users can set up several individual job search engines according to personal preferences like locations, positions, company types, wages range etc. Then, the website will demonstrate all jobs that meet users' requirements according to their settings on the page.

My CV:

Users can set up as many CVs as they need. The website provides several CV models like standard CV and fresh graduate CV. Users can just select the model they need, and then follow the set process that contains personal information, self-assessment, job intention, study experience, working experience, professional skills, attachments etc. After the whole process, users generate an intact CV that can be used on the website, downloaded or printed. Users can give different names to different CVs.

Users can know which companies have viewed their CV in the last two months and they can see recruitment brochures of these companies on the website as well.

My applications and feedbacks:

Job seekers can read messages which are sent by human resource managers in this section.

It also provides job application records in the last 90 days. These records include application date, position, company name, location, CV name.

Competitiveness (it contains many data like how many people apply for the position, education level distribution and years of working distribution) and similar position of other companies. You can make a complaint about human resource managers for their misleading recruitment information or fake recruitment through the website and the website will process an inquiry and give you feedback in three working days.

Campus Recruitment Channel

All the campus recruitment program introductions (including company introduction, recruitment process, presentation timetable etc.) are advertised on this channel. Users can log in to companies' website from this channel to apply for positions.

This section provides some vocational guidance information and data to fresh graduates to

help them orientate themselves. Many professional human resource workers are invited to open a blog on the website to offer free career advice. Some job hunting tips are provided to users as well.

Moreover, ZHAOPIN have a recruitment discussion board where candidate can discuss and share job hunting experience.

Career Guidance

Salary reports

Candidates can check salary amount according to positions, industries, locations, degree level and company types.

Application guidance

This section provides plenty of CV written tips like how to write English CV, how to write application letters, what hr managers care about on your CV etc. It also provide a great number of CV models.

It provides online application and interview tips as well.

Psychological tests

This section provides thousands of psychological tests like what's your personality gift? What's your professional special characteristic? What's your personality? Are you good at communicating with others? These tests help candidates understand themselves and their performances better.

Online lecture

This section provides many useful free online lectures to help people enhance their application ability and analyze some current popular topics.

Survey

To acquire update data, the survey section does many kinds of surveys to collect information.

Book shelves

Book shelves recommend many books related to career development.

Website Name: yinhangzhaopin**Website Address:** <http://www.yinhangzhaopin.com/>**Website detail introduction:**

Actually, this website has a simple function: collecting recruitment information for banking jobs. It just organizes this information on two categories:

- 1) According to locations.
- 2) According to bank types: national banks, commercial banks, foreign banks, city banks, agriculture banks etc.

Users can not register an account or apply for positions through this website.

But there is plenty of bank recruitment information on this website and all the information is up to date. Some banks even put their interview results on the website.

Website Name: dajie.com

Website Address: <http://www.dajie.com/home>

Website detail introduction:

Different from Zhaopin, 51job and chinahr, dajie.com is more like a recruitment social website. It seems like Chinese LinkedIn. Personally, I think this website is worth recommending to Chinese students to establish their network and connections.

My Profile

- After registration, users can establish their own profile. Personal detail information, professional skills, working experience and education experience can be added to the profile. Users can find their classmates or colleagues here and add them as connections.
- Users can invite their connections to make comments to their specific experience and show these comments on their profile.
- Users can also invite connections to evaluate their team spirit, learning ability, willpower, executive ability, professional skills, communication skills, management skills and creative ability. Then demonstrate their advantages and disadvantages through a bar chart in profile.
- Users can also join as many as groups which have specific topics and aims.

Contact

- Users can check and manage their contact people here. They can divide connections into different groups like colleagues, classmates, talents etc. Also, they can delete connections here.
- Users can search all the people on Dajie according to key words.
- System will demonstrate people who you may know. They may work with you in the same company or study with you in the same university.

Companies

Thousands of companies have official pages here. They will show their company introductions, recruitment advertisements and details here. They also provide a discussion board which allows candidates discuss or share interview experience. What's the most useful thing is that there is a comments area that many people who worked or are working in the company will give comments about this company.

If users add the company pages, all the company's action on Dajie will be show on users' pages.

Skills

This section looks like a game section. It provides many optional tests and every test has 10 questions. These questions involve many areas including management, history, culture, physics, medicine, market, IT, current events etc. Once users answer a question, correct answers and reasons will be demonstrated. Users can do these questions as entertainment.

At the same time, users can acquire knowledge involving a wide range of areas. (Maybe you will meet the same questions on one company's written test!)

More

Question & Answer

People can ask any questions about their career or answer others' questions here.

Education

This section cooperates with many training schools. It provides many online classes including language training, professional examination training, postgraduate qualifying examination trainings.

Test College

This section provides all kinds of interesting tests to test personality and behavior. And these tests update frequently.

Vote

Users can launch any kind of poll and vote for others' surveys here.

Reading

Editors will recommend many useful books about individual improvement. Users can appraise books and recommend to others as well. If you have read a book or you want to read a book, you can add these books to the "I have read books list" or "I want to read books list". All your actions above will influence the books' rank on the ranking list.

Campus Recruitment

This section provides common functions for applying for a position. Users can create CVs, search for positions, check recruitment details and apply online.

Membership Numbers

At the time of writing Dajie has 24, 000, 000 members in China versus Linked In, which has 3.5,000,000 members in China.

Job Hunting Experience Share in 2010 Campus Recruitment in China

I am a graduate who studied in Beijing Jiaotong University in China from 2006 to 2010. In September 2009, I began to seek my first job through campus recruitment events. Fortunately,

I got a job from Beijing Railway Bureau. I have been working for three years. Now, I am happy to share my experience during job hunting with you.

Since I was born in a common family in China, I always knew I should get a job by myself rather than depend on my parents. So when I just enter in the senior year, I begin to seek a job. In September 2009, many big companies came to my university to do presentations. I often took part in these presentations to collect information. Moreover, I browsed several recruitment websites like yingjiesheng.com, zhaopin.com, 51 job.com and chinahr.com every day. Once I found a company recruit students who study Mechanical Design (my major) or related program, I would apply online or send CV according to their requirements (Just follow their requirement to choose send CV to email box or apply online). I applied for about 15 companies in total.

My favorite company was China Guangdong Nuclear Company. It is a big state-owned company with bright career prospects and decent salary (Fresh graduates can earn 150,000 RMB per year while the average salary of fresh graduates was 40,000 RMB per year in China in 2009). So when they came to our campus, I sent my CV immediately. Two days later, I received an announcement that informed me to participate in a written examination. It was a typical psychometric test and should be finished in one hour. The test included verbal reasoning, numerical reasoning, logical reasoning etc. After 3 days, I received a message that told me I have passed the written test and been invited to take part in an initial interview.

The recruitment team which consisted of about 10 staff came to Beijing from Guangdong province. They located in a hotel and rent a big meeting room to process interviews. Every student had 5 minutes to have an interview with 5 recruitment officers. These recruitment officers from different departments included human resource, technology, service operation etc. They asked me to give a self-introduction which lasted about 2 minutes. Then, they asked me several questions according to my description about myself. They asked me about my hobbies, professional skills, advantages and disadvantages. The first interview was easy and general. Four days later, I got the announcement that I passed the first interview and I could attend the second interview.

The second interview was group discussion. All the candidates were divided into several groups and every group had 7 or 8 members. Then we were given a task that included a result and several factors which would affect the result. We were asked to discuss with group members and then give an order of these factors to illustrate which factor have biggest influence to the result and which factor have least effect. Every group have 5 minutes to give the rank. The recruiters just keep silence, sat around our table and listen to our discussion. They were concerned with what everyone was thinking, how you persuade others to agree with your ideas, if you have courage to express your ideas, if you can be a good coordinator etc.

One day later, I was informed to take part in the final interview with their managers and directors. It is a one to three interview. I did it with three leaders: human resource director, manager of design department (the department which I applied for) and general manager assistant. This interview lasts for about 5 minutes. They communicate salary, career promotion, training program with me and they also allow me to ask some questions. Also, they asked some random questions like an informal chat. I guess they would like to know more about my personality, values and moral quality through these questions. Above all, I think the final interview is to provide an opportunity to let us know each other better and let the managers decide if they will give me an offer.

During the whole recruitment process, China Guangdong Nuclear Company will send every candidate a text message and tell us what we have done and what will happen next. It also tell us the probability that we may pass last interview.

Eventually, I failed in final interview and I did not get the job. I was upset and frustrated as I did a lot of preparation for interviews and I thought I performed well. But I have to continue seeking job. Fortunately, I got a job in Beijing Railway Bureau soon afterwards, just in the September 2009 before I graduated from school. The whole process of Beijing Railway Bureau recruitment is similar to China Guangdong Nuclear Company. That's the whole process of my job hunting. I hope it can help.

Junlong Wang, Beijing Jiatong University

Job Hunting Experience Share in 2010 in China (Not through campus recruitment)

I am a graduate who studied in a common university in China from 2006 to 2010. Since my university not have a good rank in Chinese universities (228/4000), I often failed in resume screening. I had no chance to show myself to these big companies through campus recruitment. I tried many methods to find a job: went to career fair held by school or workforce market, applied for positions online, participated in the kinds of events held by companies during the first semester of senior year. But all of these actions didn't work. So, I did an internship in a company until I graduated from school.

After I graduated from university, I went back to my hometown- a capital city of an inferior province in China. In July 2010, I began to find a job. I was confused about my direction when I began to seek a job since normal companies do not have management trainee programs. I have to decide what job I would like to seek. Eventually, I decided to find a job related to human resources or finance. I wrote two CVs, one for HR, the other for finance.

Then, I began to search on recruitment websites, mainly zhaopin.com and 51job. Because I thought these two websites focus more on social recruitment. I set up job search engines on these two website, once I find a company recruit an HR specialist or an accountant, I sent my CV through these websites. I applied for about 40 companies and received about 10 interview invitations.

The first company I interviewed was a company who sell and buy future goods. I applied for human resource position, but after interview with recruiter, he wanted me to be a salesperson. He said they will give me a seven-day training class to teach me professional knowledge. I thought that it is a good opportunity to learn things and I can consider about if I am suitable for the company through training. So I agreed. Next day, I began the courses with other 7 people - without salary. During the courses, I found the knowledge is easy to understand while other 7 people think it was difficult! The trainer repeated content again and again. Although I can understand items easily, I feel bored with endless numbers and curve graphs! I thought I will go crazy if I have to face this kind of stuff every day during my work! After I realized this, I quit and continued my job hunting.

The second company was a Trust company and it had just established when I had my interview. The company just had two employees: the boss and a receptionist. After communicated with the boss, he wanted me to be a salesperson and also wanted to provide a course for me as well - without salary again! Then, I repeated the action that I took in the first company: I studied for one day. Then I recognized that I need to find customer who would like cost at least 1 million RMB to buy trust products by myself! If a person does not have a wide network with rich people, how can she find a customer who would like to hand at least 1 million RMB to the company? I was just a student who just graduated from school! I quit again.

Then, I received another phone call to invite me to an interview. It was a new branch of an education group company. When I arrived at the office, there were other 4 girls waiting for interview. Then, we were asked to do a written exam first. The exam was totally professional knowledge about accounting. After finished the exam, candidates were guided to the branch

general manager's office. The manager processed interviews with two candidates at once. The girl who went into office with me was very shy. When the manager asked questions, she answered. Or she just kept silence. The manager is very young, he told me he was 28 - just 5 years older than me. He asked many general questions about me. I thought he wanted to know more about my personality. We communicated more than half an hour. When he began to introduce company and his goal to me, I knew he accepted me.

One day later, I received a telephone interview from group human resource management center. A lady recruiter asked me many questions about my individual experience and internship experience. The telephone interview lasted for more than half an hour as well. Two days later, I undertook another video interview with the group CFO and CHO. I just remember that the CFO asked me, "If the branch manager want to use money without approval from the group finance center, will you allow him to take money away?" Certainly, I said no. Then, the human resource specialist negotiated a salary with me. After I finished the video interview, I was told they will give me an offer. They asked me if I can start to work two days later, I said yes. And so, I got my first job.

My first company is one of the top 3 education companies in China. I feel lucky and satisfied with this job. Even now I have left the company for nearly two years, I still love it and feel grateful to it. It taught me what a real job is.

Yiran Wang, MSc International Business, Leeds University Business School

Job Hunting Experience Share in 2012 in China

I am a male student who did MA Advertisement and Market program during 2010-2011 in Leeds University Business School. After I submit my dissertation in September 2012, I return to China. I stayed at home for about one month. Then, I went to Shanghai to seek my first job in November 2012. I set three requirements about my first job: Firstly, it should be marketing related. Secondly, I want a job in a foreign company. Thirdly, the monthly salary should above 7,000 RMB before taxes.

Initially, I focused on campus recruitments. I search on ZHAOPIN, 51JOB and YINGJIESHENG every day. Once I found a company recruiting marketing related positions, I would apply online or send CV according to their requirements. Also, I took part in many company presentations at Fudan University, Tongji University, Shanghai Jiaotong University and Shanghai University. I also sent many CVs during the events.

I applied for almost 50 companies during the campus recruitment period. Normally, I can pass resume screening smoothly. But it is very difficult to pass written examinations. I passed 7 companies' written examinations. Normally, there was a group discussion interview after written examinations. I was successful in 5 companies' group interview and did individual interview afterwards. Finally, I got three offers: one is a Singapore consulting company, one is a small local company and TCL. These companies were not as big as I wished and I also not satisfied with their salaries. So I gave up all three offers.

I kept seeking a job through campus recruitment until February 2013 - before Chinese New Year. But I didn't get an ideal job. I was very upset and came back to home for Spring Festival. After my holiday, I went to Shanghai again. Since most campus recruitment programs had completed, I began to seek a job through social recruitment. I still kept applying jobs online (through ZHAOPIN and 51JOB) and doing interviews continuously. I felt desperate during that period.

Eventually, I got a suitable job in a joint venture company which focused on commercial real estate in April 2013. My position was project assistant. I was responsible for negotiating project details with government and property developers together with our team. My initial wage is 6,000 RMB before taxes. Now, I have been working for eight months and my wage is 7,500 RMB before taxes at Shanghai.

What I want to say is that, it is very difficult to find a job which is matching your major. Now, I rarely use the marketing knowledge that I learned in school. But I benefit from my fluent English. My boss is an American so that I could communicate with him very well. In addition, do not set a very high expectation on salary, or you will miss many opportunities.

Jiachen Ji, MSc Advertising & Marketing, Leeds University Business School

The following two documents relate to the requirements for settling in Beijing and Shanghai and are in Chinese.

Settling in Beijing

This document describes how to settle in Beijing- including policies, required documents, process and a description of how a returned Chinese student who studied postgraduate program in UK settled in Beijing in detail.

Requirements:

- The student should terminate labor contracts in China before they went abroad.
- The student has acquired a postgraduate degree or above.
- The student has to study overseas at least one year.
- The students should submit application within two years of returning to China.
- The student has to get a job in Beijing and signed labor contracts at least for one year.

The application process is very complicated; the Beijing governments need so many documents and certificates. The whole process may take almost one year.

非北京户籍留学回国人员申请在京就业落户流程及所需材料

[字号：大 中 小]

一、聘用单位审核留学人员申请在京就业落户应具备的五项基本条件：

- 1、在国内高校毕业后直接出国留学的学生，在国外学成后回国就业；或出国前已办理解除公职手续的留学回国人员；
- 2、在国外取得硕士以上学位；
- 3、出国留学一年以上（参照护照出入境时间,累计境外学习逗留时间需要足360天）；
- 4、学业结束回国两年以内，用人单位需要按要求和流程将所有材料备齐交至我处受理。回国时间以护照出入境记录为准，参照学业、进修、境外工作结束时间、驻外使（领）馆教育处（组）出具的留学回国人员证明上的学业结束时间以及护照出入境记录；学习结束后在国、境外工作者还另需提供国、境外工作证明（包括合同、工资单、税单

或者机构负责人签字的工作证明等)；

5、用人单位已经依法与留学回国人员建立劳动人事关系，签订一年期以上（含一年）聘用合同或劳动合同；用人单位和留学回国人员必须依法参加社会保险（养老、医疗、工伤、生育、失业等），缴纳社会保险费。

二、聘用单位为留学人员办理在京就业落户申请流程：

1、按照用人单位性质依法聘用并缴纳社会保险费：用人单位已经依法与留学回国人员建立劳动人事关系，签订一年期以上（含一年）聘用合同或劳动合同；用人单位和留学回国人员必须依法参加社会保险（养老、医疗、工伤、生育、失业等），缴纳社会保险费；

2、档案调动：将留学回国人员的档案调入用人单位、单位委托的在京人事代理机构或调入我中心（档案调入我中心相关事宜请查阅<http://www.cscse.edu.cn>，“留学存档”专栏）；

3、聘用单位在线登记注册并申请教育部留学服务中心CA数字证书：

用人单位为其接收的留学回国人员办理在京就业落户相关手续，请在线注册并申请教育部留学服务中心CA数字证书。（在京聘用留学人员单位“单位立户”管理办法）

4、申请人在线注册：聘用单位在线登记注册成功并获得教育部留学服务中心CA数字证书后，确保所聘用留学回国人员通过<http://www.cscse.edu.cn>“就业落户服务系统”完成在线注册（状态为“已提交”）；

5、年度计划聘用留学回国人员3人（含3人）以上的在京用人单位，需按要求向我中心申报需求计划，经核准的在京申报单位引进留学人员计划将在中国留学网上分期分批予以公布。未申报单位全年只能办理2人，具体申报流程请参考相关通知。

6、聘用单位审核材料：收取并审核留学人员申请在京就业落户材料（具体材料要求请查阅“申请在京就业落户材料要求”）；

7、聘用单位办理预约申请：聘用单位登录中国留学网<http://www.cscse.edu.cn>，就业落户在线服务系统，核对留学人员信息并预约递送材料时间。收到系统回复后，按要求和约定时间前往中心回国处递交留学回国人员申请就业落户相关材料。由于预约办理的单位较多，建议用人单位尽早为留学人员预约。

三、根据用人单位性质，聘用单位为留学人员申请在京就业落户需递交材料要求：

(注:所有材料必须为A4纸单面打印或复印，复印的内容和原始信息须保证1:1的尺寸，不得放大或缩小；复印的内容必须清晰，如由于原始材料不清晰造成复印模糊，请标注清楚，以便查验；除申请人和单位经办人签名外，其他信息必须打印；递交2人以上材料，每份申请材料中都要由目录单、预约单、介绍信、代理协议等材料；)

1、中央国家部委所属在京国家级事业单位、公立大专院校、国家级科研机构应提供：

(1)《留学回国人员申请办理在京就业、落户手续材料目录》（竖版A4纸打印1页、需签字，单位通过CA证书登录系统，在系统中预约后下载）

(2)《在京用人单位申请就业落户预约单》（横版A4纸打印1页、须盖章，单位通过CA证书登录系统，在系统中预约后下载）

(3) 我驻外使(领)馆教育处(组)出具的《留学回国人员证明》复印件(验原件)；

(4) 硕士以上国外学历学位认证书复印件(验原件)；国内已取得博士学位，出国做博士后或者访问学者的留学回国人员，需提供：国内博士学位证书、毕业证书复印件(验原件)、教育部学位与研究生教育发展研究中心(电话：010-82379480)出具的国内博士学位证书认证书复印件(验原件)、由国、境外原校或研究机构出具的申请人做博士后或访问学者的相关证明；

(5) 所有护照、签证及出入境记录复印件(验原件、A4纸复印)；如有护照丢失或缺少出入境印章，需提供出入境部门出具的出入境证明原件及复印件；赴香港、澳门学习的人员需要提供由出入境管理部门出具的出入境记录证明；

(6) 《单位接收函(需落户)》(盖章原件)及事业单位法人证书复印件(加盖单位章、A4纸复印)，公立大专院校及在京国家科研单位不需提供事业单位法人证书复印件；

(7) 单位公函和聘用(劳动)合同

1) 事业编制人员：需有单位盖有人事章的公函，说明是事业编制人员并提供与所聘留学人员签订的聘用(劳动)合同复印件(验原件)。如不签聘用(劳动)合同，单位公函需由单位主管人事领导签字。

2) 非事业编制人员：与所聘留学人员签订的聘用(劳动)合同复印件(验原件)

(注：递交材料时劳动合同需完成试用期，且合同的有效期应不少于6个月，合同有效期不足6个月的请先续签劳动合同。)

(8) 单位或申请人登陆北京市社会保险网上服务平台(<http://www.bjld.gov.cn/csibiz/home/index.html>)，查询并打印系统生成的最近三个月的《北京市社会保险个人权益记录》，例如：11月递交材料，需要提供7、8、9三个月的记录。(聘用(劳动)合同、接收函、社保证明上的单位名称及盖章必须与立户单位的名称一致)如果社会保险由人事代理机构代为缴纳，另需提供就职单位与人事代理机构之间签订的有效的人事代理协议或合同复印件，复印件需加盖就职单位与人事代理机构公章并注明日期；

(9) 由用人单位或在用人单位委托的在京人事代理机构出具的《档案保管证明》原件；档案在我中心者出具存档合同或存档卡复印件(需加盖“档案已到”章，A4纸复印)。(如档案在京外，需先将档案调入有存档权的用人单位或单位委托的在京人事代理机构，也可以委托调入我中心，档案调入我中心相关事宜请查阅中国留学网<http://www.cscse.edu.cn>，“留学存档”专栏。)

(10) 户口本复印件(验原件、A4纸复印)或者是户籍证明的复印件(集体户口需提供，验原件)；出国前将户口存在教育部留学服务中心者，提供户口存放合同复印件(验原件)及户籍卡复印件(A4纸复印)；户口仍保留于在京高校，毕业已经超过两年的留学回国人员，需要先将户口迁回原籍后申请；出国前户口在北京市已注销的，须持户口注销地派出所出具的注销户口证明复印件(验原件、A4纸复印)；出国前户口在京外已注销的，须先到注销地或原籍恢复户口后办理；

(11) 如申请人在国外取得除硕士学位以外的其他学位或进行了其他的培训学习，需提供学历、学位证书或相关学习证明的复印件(A4纸复印)；如果申请人在国外工作或实习过，需要提供国外的实习或工作证明，包括合同、工资单、税单或者机构负责人签字的工作证明等。

2、国资委所属在京企业、国有控股总部在北京的金融机构应提供：

(1) 《留学回国人员申请办理在京就业、落户手续材料目录》(竖版A4纸打印1页、需签字,单位通过CA证书登录系统,在系统中预约后下载)

(2) 《在京用人单位申请就业落户预约单》(横版A4纸打印1页、须盖章,单位通过CA证书登录系统,在系统中预约后下载)

(3) 我国驻外使(领)馆教育处(组)出具的《留学回国人员证明》复印件(验原件);

(4) 硕士以上国外学历学位认证书复印件(验原件);国内已取得博士学位,出国做博士后或者访问学者的留学回国人员,需提供:国内博士学位证书、毕业证书复印件(验原件)、教育部学位与研究生教育发展研究中心(电话:010-82379480)出具的国内博士学位证书认证书复印件(验原件)、由国、境外原校或研究机构出具的申请人做博士后或访问学者的相关证明;

(5) 所有护照、签证及出入境记录复印件(验原件、A4纸复印);如有护照丢失或缺少出入境印章,需提供出入境部门出具的出入境证明原件及复印件;赴香港、澳门学习的人员需要提供由出入境管理部门出具的出入境记录证明;

(6) 《单位接收函(需落户)》(盖章原件);

(7) 劳动合同复印件(验原件)(需完成试用期,递交材料申请时合同的有效期限应不少于6个月,合同有效期不足6个月的请先续签劳动合同。);

(8) 单位或申请人登陆北京市社会保险网上服务平台(<http://www.bjld.gov.cn/csibiz/home/index.html>),查询并打印系统生成的最近三个月的《北京市社会保险个人权益记录》,例如:11月递交材料,需要提供7、8、9三个月的记录。(聘用(劳动)合同、接收函、社保证明上的单位名称及盖章必须与立户单位的名称一致)如果社会保险由人事代理机构代为缴纳,另需提供就职单位与人事代理机构之间签订的有效的人事代理协议或合同复印件,复印件需加盖就职单位与人事代理机构公章并注明日期;

(9) 由用人单位或在用人单位委托的在京人事代理机构出具的《档案保管证明》原件;档案在我中心者出具存档合同或存档卡复印件(需加盖“档案已到”章,A4纸复印)。(如档案在京外,需先将档案调入有存档权的用人单位或单位委托的在京人事代理机构,也可以委托调入我中心,档案调入我中心相关事宜请查阅中国留学网<http://www.cscse.edu.cn>,“留学存档”专栏。)

(10) 户口本复印件(验原件、A4纸复印)或者是户籍证明的复印件(集体户口需提供,验原件);出国前将户口存在教育部留学服务中心者,提供户口存放合同复印件(验原件)及户籍卡复印件(A4纸复印);户口仍保留于在京高校,毕业已经超过两年的留学回国人员,需要先将户口迁回原籍后申请;出国前户口在北京市已注销的,须持户口注销地派出所出具的注销户口证明复印件(验原件、A4纸复印);出国前户口在京外已注销的,须先到注销地或原籍恢复户口后办理;

(11) 如申请人在国外取得除硕士学位以外的其他学位或进行了其他的培训学习,需提供学历、学位证书或相关学习证明的复印件(A4纸复印);如果申请人在国外工作或实习过,需要提供国外的实习或工作证明,包括合同、工资单、税单或者机构负责人签字的工作证明等。

3、外资企业在京常驻代表机构应提供:

(1) 《留学回国人员申请办理在京就业、落户手续材料目录》(竖版A4纸打印1页、需签字,单位通过CA证书登录系统,在系统中预约后下载)

(2) 《在京用人单位申请就业落户预约单》(横版A4纸打印1页、须盖章,单位通过CA证书登录系统,在系统中预约后下载)

(3) 我国驻外使(领)馆教育处(组)出具的《留学回国人员证明》复印件(验原件);

(4) 硕士以上国外学历学位认证书复印件(验原件);国内已取得博士学位,出国做博士后或者访问学者的留学回国人员,需提供:国内博士学位证书、毕业证书复印件(验原件)、教育部学位与研究生教育发展研究中心(电话:010-82379480)出具的国内博士学位证书认证书复印件(验原件)、由国、境外原校或研究机构出具的申请人做博士后或访问学者的相关证明;

(5) 所有护照、签证及出入境记录复印件(验原件、A4纸复印);如有护照丢失或缺少出入境印章,需提供出入境部门出具的出入境证明原件及复印件;赴香港、澳门学习的人员需要提供由出入境管理部门出具的出入境记录证明;

(6) 由五家外事代理机构【北京外企人力资源服务有限公司、中国国际人才开发中心、诚通人力资源有限公司(原中国国际企业合作公司)、中国国际技术智力合作公司、中国四达国际经济技术合作公司】出具的《单位接收函(需落户)》(盖章原件);

(7) 国家工商总局核发的外资企业在京代表机构登记证复印件(需加盖单位公章);

(8) 代表处与人事代理机构签订的有效期限内的代理协议复印件(验原件,需加盖双方单位公章)

(9) 人事代理机构与员工签订的劳务合同复印件(验原件)

(10) 单位或申请人登陆北京市社会保险网上服务平台(<http://www.bjld.gov.cn/csibiz/home/index.html>),查询并打印系统生成的最近三个月的《北京市社会保险个人权益记录》,例如:11月递交材料,需要提供7、8、9三个月的记录。(聘用(劳动)合同、接收函、社保证明上的单位名称及盖章必须与立户单位的名称一致)如果社会保险由人事代理机构代为缴纳,另需提供就职单位与人事代理机构之间签订的有效的人事代理协议或合同复印件,复印件需加盖就职单位与人事代理机构公章并注明日期;

(11) 由用人单位或在用人单位委托的在京人事代理机构出具的《档案保管证明》原件;档案在我中心者出具存档合同或存档卡复印件(需加盖“档案已到”章,A4纸复印)。(如档案在京外,需先将档案调入有存档权的用人单位或单位委托的在京人事代理机构,也可以委托调入我中心,档案调入我中心相关事宜请查阅中国留学网<http://www.cscse.edu.cn>,“留学存档”专栏。)

(12) 户口本复印件(验原件、A4纸复印)或者是户籍证明的复印件(集体户口需提供,验原件);出国前将户口存在教育部留学服务中心者,提供户口存放合同复印件(验原件)及户籍卡复印件(A4纸复印);户口仍保留于在京高校,毕业已经超过两年的留学回国人员,需要先将户口迁回原籍后申请;出国前户口在北京市已注销的,须持户口注销地派出所出具的注销户口证明复印件(验原件、A4纸复印);出国前户口在京外已注销的,须先到注销地或原籍恢复户口后办理;

(13) 如申请人在国外取得除硕士学位以外的其他学位或进行了其他的培训学习,需提供学历、学位证书或相关学习证明的复印件(A4纸复印);如果申请人在国外工作或实习过,需要提供国外的实习或工作证明,包括合同、工资单、税单或者机构负责人签字的工作证明等。

4、北京市行政区划内具有法人资格的企、事业单位,包括北京市属事业单位、有限责任公司、股份公司、外资企业、民办非企业机构、社团组织、专业协会和合伙制事务所等应提供:

(注:北京市政府所属机关事业单位不在服务范围内,可前往北京海外学人中心咨询办理手续)

(1)《留学回国人员申请办理在京就业、落户手续材料目录》(竖版A4纸打印1页、需签字,单位通过CA证书登录系统,在系统中预约后下载)

(2)《在京用人单位申请就业落户预约单》(横版A4纸打印1页、须盖章,单位通过CA证书登录系统,在系统中预约后下载)

(3)我国驻外使(领)馆教育处(组)出具的《留学回国人员证明》复印件(验原件);

(4)硕士以上国外学历学位认证书复印件(验原件);国内已取得博士学位,出国做博士后或者访问学者的留学回国人员,需提供:国内博士学位证书、毕业证书复印件(验原件)、教育部学位与研究生教育发展研究中心(电话:010-82379480)出具的国内博士学位证书认证书复印件(验原件)、由国、境外原校或研究机构出具的申请人做博士后或访问学者的相关证明;

(5)所有护照、签证及出入境记录复印件(验原件、A4纸复印);如有护照丢失或缺少出入境印章,需提供出入境部门出具的出入境证明原件及复印件;赴香港、澳门学习的人员需要提供由出入境管理部门出具的出入境记录证明;

(6)《单位接收函(需落户)》(盖章原件)(需下载格式样本);

(7)劳动合同复印件(验原件)(需完成试用期,递交材料申请时合同的有效期限应不少于6个月,合同有效期限不足6个月的请先续签劳动合同。)

(8)单位或申请人登陆北京市社会保险网上服务平台(<http://www.bjld.gov.cn/csibiz/home/index.html>),查询并打印系统生成的最近三个月的《北京市社会保险个人权益记录》,例如:11月递交材料,需要提供7、8、9三个月的记录。(聘用(劳动)合同、接收函、社保证明上的单位名称及盖章必须与立户单位的名称一致)如果社会保险由人事代理机构代为缴纳,另需提供就职单位与人事代理机构之间签订的有效的人事代理协议或合同复印件,复印件需加盖就职单位与人事代理机构公章并注明日期;

(9)由用人单位或在用人单位委托的在京人事代理机构出具的《档案保管证明》原件;档案在我中心者出具存档合同或存档卡复印件(需加盖“档案已到”章,A4纸复印)。(如档案在京外,需先将档案调入有存档权的用人单位或单位委托的在京人事代理机构,也可以委托调入我中心,档案调入我中心相关事宜请查阅中国留学网<http://www.cscse.edu.cn>,”留学存档”专栏。)

(10)户口本复印件(验原件、A4纸复印)或者是户籍证明的复印件(集体户口需提供,验原件);出国前将户口存在教育部留学服务中心者,提供户口存放合同复印件(验原件)及户籍卡复印件(A4纸复印);户口仍保留于在京高校,毕业已经超过两年的留学回国人员,需要先将户口迁回原籍后申请;出国前户口在北京市已注销的,须持户口注销地派出所出具的注销户口证明复印件(验原件、A4纸复印);出国前户口在京外已注销的,须先到注销地或原籍恢复户口后办理;

(11)如申请人在国外取得除硕士学位以外的其他学位或进行了其他的培训学习,需提供学历、学位证书或相关学习证明的复印件(A4纸复印);如果申请人在国外工作或实习过,需要提供国外的实习或工作证明,包括合同、工资单、税单或者机构负责人签字的工作证明等。

(注:所有材料必须为A4纸单面打印或复印,复印的内容和原始信息须保证1:1的尺寸,不得放大或缩小;复印的内容必须清晰,如由于原始材料不清晰造成复印模糊,请标注清楚,以便查验;除申请人和单位经办人签名外,其他信息必须打印;递交2人以上材料,每份申请材料中都要由目录单、预约单、介绍信、代理协议等材料;)

留学回国人员办理北京户口程序详解

本文适用的阅读人群为：海外留学归国，获得硕士学位，原户籍所在地不在北京，欲在北京长期工作、居住，且所在公司不帮忙解决北京市户口的人群。

特别要强调的是，海外归国的留学生必须在毕业后第一次回国的两年之内办理北京市户口，也就是说如果你回国已经超过两年了，再想利用留学回国人员进京落户这项政策办理户口，已经是不可能的了。

据我了解，虽然手续很繁杂，但留学回国人员进京落户，已经是最简单的拿到北京户口的的方式了。在我的身边，有很多同事，应届毕业的时候没有办下北京户口，现在虽然已经在北京工作多年，但想在北京落户，已经基本上没有可能了。

所以大家一定要抓紧时间，把该办的都办了，省得过两年回过味来，再想办就来不及了。

工具/原料

为了取得北京市户口，需要准备的申请材料，除了大家本来就已经具备的学位证书、成绩单、护照、签证等之外，还必须特别办理以下两份材料：

- 1、中国驻所在留学国家的大使馆出具的《留学回国人员证明》；
- 2、教育部出具的《留学人员国外学历学位认证》。

第一项是第二项的基础，为回国办理的所有手续中的第一步。菲律宾留学项目毕业后，我们都能拿到这两项文件。

步骤/方法

1

办理《留学回国人员证明》

来英留学人员应首先在我驻英使馆教育处（或驻曼城总领馆教育组）办理报到和注册登记手续（<http://srs.moe.edu.cn>）。在完成学业回国时，按照我驻英使馆教育处（或驻曼城总领馆教育组）的规定，提供有关材料，申请开具《留学回国人员证明》。

《留学回国人员证明》发放对象：凡持有效STUDENT签证在中国教育部网站上公布的英国全日制高等院校攻读本科（含本科）以上学位的中国留英学生、持ACADEMIC VISITOR 签证的访问学者和持WORK PERMIT 签证的在英国高等院校、科研院所做博士后的研究人员，并且在英国居住6个月以上，抵英后已在留学人员报到登记系统进行报到登记的留学人员。

对非上述人员，驻英使馆教育处将按照国家有关规定不予以开具《留学回国人员证明》。

《留学回国人员证明》表的第一联由留学回国人员妥善保管，第二联由留学回国人员带回国内向海关申报购买国产免税小汽车，第三联由我驻英使馆教育处（或驻曼城总领馆教育组）存查。

申请办理《留学回国人员证明》时，请将以下申请材料寄给各自的负责老师（请在信封左下角注明“申办留学回国人员证明”字样）。邮寄前请留学人员认真核对报到登记表中各项信息，有关材料请使用A4纸，并按以下顺序整理好。材料不齐全者请勿邮寄，以避免因无法办理而造成材料遗失。申请材料将不被退还。

（一）攻读学位者

1、带序列号的报到登记表打印件，并在打印出的登记表空白处粘贴2寸照片一张（使用您的注册账号登录报到登记系统后，可以打印报到登记表）。（这里注册，审批时间大概是一个月。。。然后就可以打印登记表，无语的效率
<http://srs.moe.edu.cn/index.jsp>）

2、护照身份页、在学期间英国有效签证页复印件。

3、就读学校出具的证明信原件（需要说明从何时至何时在何校何专业注册攻读何种学位，已经在何时毕业并获得何种学位，签发证明信人员的联系电话、传真和邮件地址）。

4、同意大使馆到你原就读院校核实情况的授权信。（这里下载授权信

<http://www.edu-chinaembassy.org.uk/lxyg/upload/shouquanxin.doc>)

5、毕业证书复印件。

6、学习成绩单复印件（研究型硕士或博士生没有考试成绩的，可以不提供，但需提供学校出具的相关说明信原件）。

7、回国机票复印件，或电子机票确认件，或学业结束后回国时护照入境盖章页复印件。

8、贴足英国邮资并写清楚回邮地址的中号（A4纸的一半）回邮信封。请正确、详细地写好回邮地址及邮编，并要保证3个月内回邮地址有效。如寄到英国地址，请贴FIRST CLASS邮票；邮寄到中国，至少应贴1.50英镑英国邮票（2010年的邮资标准）。若使用大号信封，寄到英国地址，请贴FIRST CLASS LARGE邮票；邮寄到中国，至少应贴1.50英镑英国邮票（2010年的邮资标准）。

2

办理《留学人员国外学历学位认证》

拿到《留学回国人员证明》以后，就可以申请这一项了，这个认证是将来办户口时，必须的材料之一。

办理之前，首先要找一个正规的翻译机构将国外的学位证书、成绩单、毕业论文目录及摘要进行翻译，盖上翻译机构的专用章，自己翻译的无效。

北京的翻译公司翻译这样一套东西，大概要收300多元，但是有的公司可以你自己翻译，然后拿过去给他审查一下，没有问题就给盖个章，这一套收费也就150元。这里推荐大家一个地方：在知春路1号，学院国际大厦

的北京语言桥翻译社，我当时在那里做的。主要是这里离接下来要办认证的教育部留学服务中心比较近，翻译办完了，就可以直接去办认证了。

即使是自己翻译好了，拿给翻译社盖章的，那边也会审查一下的(费用是50元 / 份)，需要几个小时的时间。所以建议工作时间比较紧张的同志们，可以在中午吃饭前过去，那里有值班人员，把东西放那里审查，自己可以出去找个馆子悠闲的吃顿中午饭，然后再回去就差不多可以取了。然后就可以直接前往教育部留学服务中心办理认证了。

（也可以直接拿着材料在北语外的教育部留学服务重新翻译的，价钱贵一点，但是省心又保险。）

办理学位认证所需的材料有：

1、一张二寸照片；

- 2、护照、签证页；
- 3、国外学位证书；
- 4、国外成绩单；
- 5、中国驻外使馆开具的《留学回国人员证明》；
- 6、毕业论文目录及摘要；
- 7、出国前最后学历证书

以上材料均交验原件，自备一套复印件上交。

教育部留学服务中心在北京语言大学学一楼117室，从语言桥翻译社出来的话，沿着学院路往北走到北航门口的公车站，坐743路直接到北语。

到了留学服务中心，一般有很多人在排队，人多的话可以先去领个号，然后再到隔壁的机房，按照墙上写明的指引，登陆它的网站，填表注册，内容就是个人信息、学习工作经历什么的，简要写一下就行了。

在线填完表，递交以后，就可以回到走道上安心等自己的号。会有个老师念名字叫的。排到以后，进去按老师说的，把材料逐一递给她审查就可以了。然后去交费360元，把收据再交回审查的老师就可以了。

同时，如果你不想再跑一趟来取的话，可以要求快递。再交10几元钱就可以了。

大概两周以后就会收到电子邮件通知你认证办好了，然后就是自己去取或者等待4天之内快递寄到。

3

三、申办落户介绍信和派遣证

此项仅限在国外取得硕士及以上学位的人可以办理。

还有一个前提条件是，申办人的聘任单位的注册资金必须在50万元以上。如果单位达到了标准，就可以到教育部留学服务中心申办派遣、落户了。

需要约上单位的人力负责人一起去，办个单位立户，接着就可以递交立户申请了。

需要的全部材料包括：

- 1、单位盖公章的《留学回国人员就职单位立户申请表》（网站有下载）
- 2、单位的营业执照副本原件及复印件一份
- 3、单位的组织机构代码证原件及复印件一份
- 4、个人国外最高学位证书及复印件
- 5、个人国内最高学位证书及复印件
- 6、教育部留学服务中心出具的《国外学历学位认证书》原件及复印件

- 7、驻外使馆出具的《留学回国人员证明》及复印件
 - 8、国内单位接收函原件（网站有下载）
 - 9、劳动合同原件及复印件
 - 10、本人护照及签证页原件、复印件
 - 11、出国前户口本或户籍卡原件、复印件；户口已注销的出具注销户口证明原件
 - 12、先当按所在机构出具的档案保管证明（此项，如果你已把档案调到所在单位的话，只需单位出具一个证明即可，如果需要存放在教育部留学服务中心的话，则要由原档案保管地按其网站上给的表格填写同意调出的证明）
- 在去办理之前，先在教育部的网站上在线申请，填写个人信息、工作学习经历等等。然后就拿着东西，带上人力部门的人员一起前往即可。（单位立户在323房间，立完户直接可以去319）地点还在语言大学那里，319房间。
- 工作人员翻一遍资料，东西都全了，然后把复印件拿走，就可以回去等消息了。说是email通知，大概3周到一个月。我是刚好三周的时候准时收到了邮件通知，当天下午就去把介绍信和派遣证取回来了。取证的时候要交200元手续费。

4

四、到公安局申办北京市户口

拿到东西以后，派遣证有两张一样的，都交给公司人力部门就行了，一张存到个人档案里，一张由公司保存。

另外还有一份就是教育部开具的落户介绍信，有了这封信就等于有了准许落户的圣旨，十个工作日之后（去太早了没用，晚一点反而没事）拿着到北京市公安局人口管理处继续办理接下来的手续。

公安局人口管理处的地址在：丰台区成寿寺路甲19号，爱家家居商城以南200米。周一至周五办公，办公时间为上午8：30-11：30，下午13：30-17：00。

所需携带的材料有：

- 1、教育部落户介绍信
- 2、入户人员基本情况表（在上一步教育部留学服务中心那边给开的，注意要盖章）
- 3、本人护照原件
- 4、国外学历学位认证书
- 5、原籍的户口本原件（注意，出国前在北京上学的，还持有大学的北京市集体户口的人，一定要提前把户口先转回来北京前的原籍，不能直接由学校的集体户口转到工作后的集体户口）
- 6、工作单位开具的落户地址证明（注明集体户口的地址、派出所）

到了办公大厅，先在门口领个号，人一般都不多，等一会儿就轮到了。把材料都递上去，工作人员看了没问题，就会打印出一张准迁证，包括三联，第一联工作人员自己留下，第二联要你交给原籍户口的派出所，办理准予迁出户口的证明，第三联是最后拿到落户的派出所用的。

回家以后，把原籍的户口本和准迁证第二联寄给家里人，帮忙到当地派出所办理准予迁出证明，当场就能办好，再寄回给你就行了。

5

五、到单位集体户口所在派出所办理落户并更换身份证

终于到了最后一步了。

先让公司再开一份单位集体户口接收证明，写明同意你落在这个集体户口上，集体户口的地址、所属派出所、户主姓名、管理员。盖公章。然后拿着这个接收证明、原籍派出所开的准予迁出证明和北京市公安局人口管理处开的准迁证第三联，还有身份证，到落户的派出所。

工作人员审核无误之后，当场就打出一张户籍卡来。然后会让你拿着户籍卡和身份证，到旁边办理新的身份证。办身份证还要交20元钱。

提醒一下，去派出所之前，最好先打扮整齐了，办身份证要当场照相，我就是没有准备，结果照得十分狼狈。。。。

回公司以后，把户籍卡交给人力的人员就算大功告成了！

能够坚持办完的人，都是极具耐心和勇气的人，在这里祝福你们！

END

注意事项

1、如果你的工作单位有集体户口，就问人力部门的人，他们会告诉你具体的户口地址。当然你也可以选择其他户口地址，比如如果你在北京有房子，可以把户口落在房子上，或者也可以落在教育部留学服务中心；

2、办好户口以后，如果换工作单位不需要再申请户口，只需要下一个工作单位出具集体户口证明信，到当地派出所直接转户口地址就可以了；

3、北京市留学服务中心的北京市户口审查的很严，必须要硕士以上、工作专业对口等很多苛刻的条件，我当时去北京市留学服务中心办过居住证，那里的工作人员就建议我去教育部的那个办，那里只要材料齐了就没什么问题。好像两个地方走的口径不同。

Settling in Shanghai

This document describes how to settle in Shanghai- including policies, required documents and process in detail.

Requirements:

- The student who has bachelor degree should submit within one year of returning to China.
- The student who has master degree should submit within two years of returning to China.
- The student who has Phd degree should submit within three years of returning to China.
- All above students must have their first job which sign labor contract and pay social insurance in Shanghai.
- The student has to get a job in Shanghai and signed labor contracts at least for one year.
- Applicants should apply before 5 years before they are due to retire.

The applying process is a little easier than Beijing, but it also lasts about half a year.

留学回国人员来沪工作申办本市常住户口实施细则

第一条 目的和依据

为规范留学回国人员来沪工作申办本市常住户口的审批程序，根据《公安部、人力资源和社会保障部〈关于规范留学回国人员落户工作有关政策的通知〉》（公通字[2010]19号）和《上海市人民政府关于印发〈鼓励留学人员来上海工作和创业的若干规定〉的通知》（沪府发[2005]34号）以及本市的相关规定，制定本实施细则。

Edited by Elizabeth Bailey, LUBS Professional Development Hub
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第二条 留学回国人员落户条件

留学人员是指公派或自费出国（境）学习，并获得国（境）外大学本科学历、学士学位（含）以上的人员；在国内获得大学本科（含）以上学历或中级以上专业技术职务任职资格，并到国（境）外高等院校、科研机构进修一年（含）以上的访问学者或进修人员。

留学回国人员申办本市常住户口须同时具备以下条件：

（一）回国后直接来上海工作，并具备以下条件之一

- 1、具有大学本科学历，回国时间在1年内且未在国内其它省市工作安置。
- 2、具有硕士研究生学历，回国时间在2年内且未在国内其它省市工作安置。
- 3、具有博士研究生学历，回国时间在3年内且未在国内其它省市工作安置。

（二）用人单位与留学回国人员签订的劳动（聘用）合同期限一年（含）以上，剩余合同期限（申请之日到合同截止日期）须六个月（含）以上。上述合同期限不含试用期。

（三）申办落户人员年龄距法定退休年龄须五年以上。属于国家认定的高层次人才或者具有特殊专长并为本市紧缺急需的海外高层次留学人员，年龄可适当放宽，但须由用人单位先向上海市人力资源和社会保障局（上海市外国专家局）申报，经审核同意后受理。

第三条 留学回国人员申办本市常住户口，须提交以下申请材料

（一）《留学回国人员安置登记表》一份（附一张二寸证件照）。

（二）我国驻外使（领）馆教育处（组）出具的《留学回国人员证明》原件。

（三）国家教育部留学服务中心国外学位（历）认证书原件。

（四）国外学位（历）证书复印件。

（五）属于进修人员的须提供国外进修证明（附推荐机构的翻译件）、国内本科以上学历证书或中级以上职称资格证书。

（六）出国留学前国内最高学历（位）证书复印件；属肄业的须提交肄业或退学证明复印件；留学期间与原单位未解除劳动（聘用）合同的需附相关辞职证明。

（七）本人护照内所有签证及出入境记录；属在香港地区学习的须附香港居民身份证。

（八）系家庭户口须提交户口本和身份证（出国前系农业户口的须在原籍办理“农转非”后申请）；系集体户口须提交户籍证明和身份证；留学期间已注销户籍的须附90天内有效的户籍注销证明。

（九）户口若报入上海市直系亲属处，须附户主的户口本、户主的房屋产权证、户主同意入户承诺书；户口若报入用人单位的附集体户口本地址首页；户口若报入上海市或区人才服务中心集体户的附同意接受函原件；户口若报入由业务管理部门推荐的集体户口的，用人单位报上海市人力资源和社会保障局（上海市外国专家局）的请示函中须注明；户口若报入本人购买的产权房内的，附房屋产权证。

（十）回国后已在沪工作未申办落户的，须提交劳动（聘用）合同、个人所得税完税证明、外来从业人员综合保险缴费凭证或社会保险缴费凭证；回国后未就业时间超过半年的需附劳动用工手册或由人事档案管理单位出具的书面证明。

（十一）有婚史者须递交结（离）婚证及相关证明；持国外结（离）婚证明另需附推荐翻译机构的翻译件。

（十二）相关部门要求提供的其他必要的证明材料。

第四条 家属随迁条件

符合落户条件的留学回国人员，其配偶（配偶年龄距法定退休年龄须五年以上）及16周岁以下或在普通高中就读的子女，可同时申请落户。留学人员回国后结婚的配偶，不属随迁范围。

第五条 家属申请随迁须提交以下申请材料

- （一）留学回国人员配偶安置登记表（附一张二寸证件照，子女免表）。
- （二）国内最高学历（位）证书；属肄业的提交肄业或退学证明；若配偶为留学回国人员的所需材料与留学回国人员相同。
- （三）随（归）迁配偶（属农业户口的须先办理“农转非”）和子女的户口本或户籍证明，身份证，配偶体检证明（由上海市二级（含）以上医院出具的六个月内有效的体检报告原件）。
- （四）国内无户籍由国外随归的配偶，附90天有效期的户籍注销证明、本人护照、签证及出入境记录。
- （五）在国外出生的随归子女且父母双方国内均注销户籍的，须附国外出生证明和推荐翻译机构的翻译件、中国护照或中国旅行证及签证、出入境记录；在国外出生的随归子女且父母一方国内有户籍的，先要在父（母）或其他亲属户籍地报出生入户，且附国外出生证明、户口本或户籍证明、本人护照或旅行证。

（六）随迁配偶有工作单位的，附原单位辞职证明；若在上海已有工作单位的附用人单位的营业执照、组织机构代码证、属三资企业的须附外商投资企业批准证书、安置表须在用人单位意见栏内盖章并附劳动（聘用）合同。

（七）放弃随迁的配偶须提交户口本和身份证及放弃随迁承诺书。

（八）16周岁以上的普通高中在校生随迁的，需提供学籍证明。

（九）其他必要的证明材料。

第六条 留学回国人员申办本市常住户口及家属随迁，应当由留学回国人员所在用人单位提出申请。用人单位是指：

（一）在本市行政区域内注册，符合本市产业发展方面，具有用人自主权和独立法人资格的各类单位，或具有用人自主权的中央及外省市单位在沪分支机构。

（二）大型跨国企业在沪依法注册设立的分支机构，依法注册并设有专职人事（组织）部门的非企业法人社团机构单位。上述单位必须持有上海市社会保险登记证。

（三）通过人才派遣方式就业的，由建立劳动关系的派遣单位负责办理，实际用人单位应当提供相应证明。无专职人事部门的民营企业的申请，须由具有人事档案管理职能的人才中介服务机构代理申报。用人单位不得委托其他中介机构或其他单位及个人代理申报。

第七条 申请时用人单位须提交以下材料

- （一）单位人事部门工作人员持介绍信及有效身份证件。
- （二）单位报上海市人力资源和社会保障局（上海市外国专家局）的请示函并加盖单位公章。
- （三）用人单位的法人营业执照（属三资企业的另附外商投资企业批准证书）。证件有效期剩余六个月以上。
- （四）系事业、社团或民办非企业单位：注册登记证；金融机构：金融许可证。证件有效期剩余六个月以上。

（五）用人单位的组织机构代码证。证件有效期剩余六个月以上。

（六）用人单位系非法人分支机构的须提交：1、法人机构的营业执照复印件盖法人公章（属三资企业的另附外商投资企业批准证书复印件盖法人公章）；2、法人机构的组织机构代码证复印件盖法人公章；3、法人机构授予的人事招聘权授权书；4、分支机构的营业执照及组织机构代码证；5、分支机构的上海市社会保险登记证。证件有效期剩余六个月以上。

（七）用人单位与留学回国人员签订的有效劳动（聘用）合同、个人所得税完税证明、外来从业人员综合保险缴纳单或社会保险缴纳单。

（八）属留学人员来沪投资创办的企业需提供本企业验资报告。

第八条 关于办理流程

（一）用人单位按要求向受理部门（上海海外人才服务中心）提交申请材料。

（二）具有特殊专长或是本市紧缺急需的海外高层次留学人员由用人单位直接向上海市人力资源和社会保障局（上海市外国专家局）申请，经审核同意后，予以受理。

（三）受理部门对用人单位提交的申请材料进行初审。对材料齐全且符合法定形式要求的，应当在5个工作日内受理，并出具书面的受理通知书。材料不齐全或者不符合法定形式要求的，应当在5个工作日内出具书面的材料补正通知书，一次性告知需要补正的全部材料，并约定补正的期限。逾期仍不能补正的，视为放弃申请。

（四）受理部门对予以受理的材料进行整理、复核，在10个工作日内将全部申请材料报上海市人力资源和社会保障局（上海市外国专家局）审核。

（五）上海市人力资源和社会保障局（上海市外国专家局）按照规定，对初审材料在10个工作日内完成审核工作。

（六）上海市人力资源和社会保障局（上海市外国专家局）将审核通过的意见反馈受理部门，并将审核通过的落户名单汇总至上海市公安局人口管理办公室（10个工作日一次），由市公安局人口管理办公室将名单转发本市各区县公安部门。审核未通过的出具书面的《不予审批决定书》。

（七）受理部门根据审核意见在5个工作日内完成批复函、落户确认单、调动人员情况登记表手续，并网上告知申请单位。

（八）申请单位组织人事部门凭相关证明领取批件后办理户口迁移、申报、人事档案调动及劳动手册等手续（户口申报须在人事档案调入后办理）。

第九条 其它

本实施细则自2010年11月4日起施行，有效期至2015年12月31日。本实施细则中的未尽事宜，由上海市人力资源和社会保障局（上海市外国专家局）会同相关部门负责解释。