

Settling in HITSZ

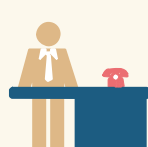
A Practical To-Do List

Settling in a new workplace, especially a new country would take quite some time and effort.

International Office has made a to-do list for you to keep on track.

Please check out our recommendation route.

Ready? Go!



Human Resource Office

HR is always the first stop for every new recruit faculty. It's where the **contract** begins.

01

Network and Computing Center

Set up your HIT mailbox and RTX, which would make communication so much more efficient.



02

Assets Management Office

Get to know where you live. You will need to report your **residential address** to local police.



03

04



International Office

Provide all the original documents of Work Permit application; Collect handbooks for future procedures.



Photo Gallery

Obtain 2-inches blue-background photo and a **Receipt of Visa Photograph for Foreigners in Guangdong Province**.

*You can find several photo galleries cross the South Gate on Pingshan Road.

05



06

Police Office

Report your personal information and address to the local police office, and obtain a **Registration Form of Temporary Residence For Visitors**.

* If your apartment has residential QRcode, you can declare an online registration.

According to Exit & Entry Administration Law, foreigners resides at a premise other than a hotel, should report to the local police station within **24 hours**.

07



Kou'an Hospital

Obtain a **Health Certificate for International Travelers** within 2 days of entry.

08



International Office

Provide application documents for Work Permit
Sign on the application form of Work Permit.

09



International Office

Once application is approved, you will be informed by International Office to retrieve your passport and borrow your Work Permit.

Provide application documents for Residence Permit

Make an online appointment

10



Exit&Entry Administration Office

Submit the application documents as appointed and obtain a receipt

-----7-Working-Days-Later-----



Exit&Entry Administration Office

Retrieve the passport as noted on the receipt

11

Police Office

Update **Registration Form of Temporary Residence For Visitors** with passports and two photocopies of Residence Permit



12

13



International Office

Return your Work Permit

Provide passport and Registration Form for record

Enjoy your life in Shenzhen!