

优秀在华留学生学生签转工作签证 (A类) 的北京实践

Practice in Beijing: Converting Student Visas to Category A Work Visas for Outstanding International Graduates in China

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随着中国国际化进程的加快，优秀在华留学生留华就业的需求日益增长。本文基于《外国人来华工作分类标准（试行）》及最新政策，简要梳理了优秀在华留学生从学生签证转换为A类工作签证的全流程，包括政策依据、材料准备、线上线下申请步骤及注意事项，为留学生及用人单位提供实操指引。

一、政策依据与核心条件

根据《外国人来华工作分类标准（试行）》，优秀在华留学生转换A类工作签证需满足以下核心条件：

（一）基础资格要求

应年满18周岁，身体健康，无犯罪记录，境内有确定的用人单位，具有从事其工作所必需的专业技能或相适应的知识水平。

所从事的工作符合我国经济社会发展需要，为国内急需紧缺的专业人员。

外国高端人才（A类）是指符合“高精尖缺”和市场需求导向，中国经济社会发展需要的科学家、科技领军人才、国际企业家、专门特殊人才等，以及符合计点积分外国高端人才标准的人才。外国高端人才可不受年龄、学历和工作经历限制。

雇主资质：用人单位需在“外国人来华

With the acceleration of China's internationalization, the demand for outstanding international graduates in China to stay and work has been growing. Based on the Classification Standards for Foreigners Working in China (Trial) and the latest policies, this article briefly sorts out the whole process for outstanding international graduates to convert their student visas to Category A work visas, including policy basis, document preparation, online and offline application procedures, and precautions, providing practical guidance for international students and employers.

I. Policy Basis and Core Requirements

According to the Classification Standards for Foreigners Working in China (Trial), outstanding international graduates applying for conversion to Category A work visas must meet the following core requirements:

(1) Basic Qualification Requirements

Be at least 18 years old, in good health, with no criminal record, have a confirmed employer in China, and possess the professional skills or relevant knowledge required for the job.

The work engaged in shall meet the needs of China's economic and social development and be for professionals in short supply in China.

Foreign high-end talents (Category A) refer to scientists, technological leaders, international entrepreneurs, special talents, etc., who meet the "high-level, sophisticated, and urgently needed" criteria and market demand orientation, and are required for China's economic and social development, as well as those who meet the point-based scoring standards for foreign high-end

工作管理服务系统”完成注册，并具备合法聘用外籍员工的资质；

所需材料：

信息注册表（加盖本单位公章）

合法登记证明（营业执照、组织机构代码证、社会保险登记证、外国企业常驻代表机构登记证或境外非政府组织代表机构登记证书等，已有社会统一信用代码的提供社会统一信用代码证书。）

负责人及经办人身份证明

行业许可证明文件（法律法规规定应由行业主管部门前置审批的，需提交行业主管部门批准文书。）

（二）境内高校毕业生 A 类签证的特殊政策

外国留学生本科毕业后需拥有 2 年工作经验才能申请工作签证。但为吸引优秀人才，符合“优秀留学生”标准的境内高校毕业生可直接申请 A 类工作签证（满足 A 类条件者，可豁免部分附加要求）。

二、线下材料提交（以北京政务大厅为例）

优秀留学生需通过用人单位向政务大厅提交以下材料（所有材料需加盖单位公章）：

学位证书（中文版本）：需提供境内高校出具的正式毕业证书及学位证书，若为外文需附翻译件及教育部认证证明；

学校世界排名复印件：需提供毕业院校在 QS 等权威榜单中的排名证明；

公司实力佐证材料：包括用人单位营业执照、行业资质证书、近一年财务报表等，证明企业运营稳定性；

护照首页复印件：需包含申请人个人信息及签证有效期页；

聘用单位说明函：抬头为“北京市外国

talents. Foreign high-end talents are not restricted by age, education, or work experience.

Employer Qualifications: The employer must register on the "Foreigners Working in China Management Service System" and have the qualification to legally employ foreign employees.

Required Documents:

Information registration form (stamped with the employer's official seal);

Legal registration certificates (business license, organization code certificate, social insurance registration certificate, registration certificate of resident representative offices of foreign enterprises, or registration certificate of representative offices of overseas non-governmental organizations, etc.; those with a unified social credit code shall provide the unified social credit code certificate);

Identification documents of the person in charge and the handler;

Industry license documents (if pre-approval by the industry competent authority is required as stipulated by laws and regulations, the approval document from the industry competent authority shall be submitted).

(2) Special Policies for Category A Visas for Graduates of Domestic Universities

Foreign graduates must have 2 years of work experience to apply for a work visa after obtaining their bachelor's degree. However, to attract outstanding talents, graduates of domestic universities who meet the standards of "outstanding international students" can directly apply for Category A work visas (those meeting Category A requirements may be exempted from some additional requirements).

II. Offline Document Submission (Taking Beijing Government Affairs Hall as an Example)

Outstanding international students shall submit the following documents to the government affairs hall through their employers (all documents must be stamped with the employer's official seal):

Degree certificate (Chinese version): Provide the official graduation certificate and degree certificate issued by the domestic university; if in a foreign language, a translated version and the certification from the Ministry of Education must be attached.

专家局”，内容需涵盖：

聘用原因及岗位必要性（如填补国际业务缺口）；

留学生专业与岗位的匹配度（如专业背景与国际交流、技术转移等业务的关联）；

公司主营业务、纳税情况（近一年纳税总额）、员工规模及盈利状况；

劳动合同：需明确具体岗位（如“国际交流专员”）、工作地点（需精确至城市，删除“主要”等模糊表述）、薪酬标准及合同期限；

公司社保、纳税情况说明：按政务大厅指定模板填写，需包含近3个月社保缴纳记录及纳税证明；

健康承诺书：适用于材料收集时间紧迫的情况，线上提交时需补充上传指定医院出具的体检证明（6个月内有效）；

法人授权委托书：若由经办人办理，需提供用人单位法人签字的授权委托书；

委托人身份证正反面复印件。

审核周期：材料提交后预计14个工作日完成初审。

三、线上申请填报流程

用人单位需登录“外国人来华工作管理服务系统”完成线上申请，上传以下附件材料：

《外国人来华工作申请表》：在线填写并由申请人签字、用人单位盖章后扫描上传；

工作资历证明：A类申请人可直接上传学位证书（豁免工作经验证明）；

最高学位（学历）证书：境内高校毕业生提供中文证书，境外高校毕业生需附中国驻外使领馆认证件；

无犯罪记录证明：A类申请人可上传学位证书替代（A类该项采用承诺制。不接收

Copy of the university's world ranking: Provide proof of the graduate's university ranking in authoritative lists such as QS.

Supporting documents for the company's strength: Including the employer's business license, industry qualification certificate, financial statements of the past year, etc., to prove the stability of the enterprise's operation.

Copy of the passport's bio page: Including the applicant's personal information and the valid visa page.

Employer's statement letter: Addressed to "Beijing Municipal Bureau of Foreign Experts Affairs", which shall include:

Reasons for employment and the necessity of the position (e.g., filling the gap in international business);

Matching degree between the student's major and the position (e.g., the relevance of the major background to international communication, technology transfer, etc.);

The employer's main business, tax payment status (total tax paid in the past year), number of employees, and profit status.

Labor contract: Clearly specifying the specific position (e.g., "International Communication Specialist"), work location (must be accurate to the city; vague expressions such as "mainly" shall be deleted), salary standards, and contract term.

Explanation of the company's social insurance and tax payment status: Fill in according to the template specified by the government affairs hall, including social insurance payment records and tax certificates of the past 3 months.

Health commitment: Applicable when document collection is time-constrained; a medical examination certificate issued by a designated hospital (valid within 6 months) must be supplemented and uploaded during online submission.

Legal representative's power of attorney: If handled by an agent, a power of attorney signed by the employer's legal representative is required.

Copy of the agent's ID card (both front and back).

Review Period: The preliminary review is expected to be completed within 14 working days after submission.

仅为本人声明无犯罪的宣誓性无犯罪记录。)

(B、C类的无犯罪记录应当由申请人国籍国或经常居住地警察、安全、法院等部门出具并经我驻外使、领馆认证或外国驻华使、领馆认证。);

体检证明: 需为中国境内指定医疗机构出具的《外国人健康检查证明书》;

聘用合同或任职证明: 需明确工作时间、地点、内容、薪酬、职位等, 包含签字盖章页;

申请人护照或国际旅行证件: 需包含个人信息页及有效签证页;

6个月内正面免冠照片。

填报注意事项: 线上材料需与线下提交版本一致, 扫描件需清晰可辨, 格式为PDF或JPG。

四、工作许可转换与居留许可办理

(一) 工作许可审批

等待8个工作日, 审核通过后在网站上下载工作许可通知、准予行政许可决定书, 前往出入境管理局(12367)办理居留许可即可。

(二) 居留许可办理

申请人需持以下材料前往当地出入境管理局(咨询电话: 12367办理工作类居留许可:

《外国人签证证件申请表》: 粘贴2寸白底证件照(可现场填写或线上预约填报);

有效住宿登记证明: 由居住地所属派出所出具的住宿登记;

体检证明: 申请居留许可期限1年以上的需提供;

《外国人工作许可通知》: 系统下载打印件;

用人单位签证申请意见函: 需包含申请人基本信息、岗位名称、工作期限、企业守法承诺等内容(需加盖公章)。

III. Online Application and Filling Process

Employers must log in to the "Foreigners Working in China Management Service System" to complete the online application and upload the following attachments:

Application Form for Foreigners Working in China: Filled out online, signed by the applicant and stamped by the employer, then scanned and uploaded.

Work experience certificate: Category A applicants can directly upload their degree certificates (exempt from work experience proof).

Highest academic degree certificate: Graduates of domestic universities provide Chinese certificates; graduates of overseas universities must attach the certification from Chinese embassies or consulates abroad.

No criminal record certificate: Category A applicants can upload their degree certificates instead (Category A adopts a commitment system for this item; self-declaration of no criminal record without official proof is not accepted). (For Categories B and C, the no criminal record certificate shall be issued by the police, security, court, or other departments of the applicant's country of nationality or habitual residence, and authenticated by Chinese embassies/consulates abroad or foreign embassies/consulates in China.)

Medical examination certificate: Foreigner Health Examination Certificate issued by designated medical institutions in China.

Employment contract or appointment certificate: Clearly specifying working hours, location, content, salary, position, etc., including the signed and stamped page.

Applicant's passport or international travel document: Including the personal information page and valid visa page.

Front-facing bareheaded photo taken within 6 months.

Precautions for Filling: Online documents must be consistent with offline submissions; scanned copies must be clear and legible, in PDF or JPG format.

IV. Work Permit Conversion and Residence Permit Application

(1) Work Permit Approval

After waiting for 8 working days, if the review

五、注意事项

时间节点：需在学生签证有效期届满前30日内提交申请，避免逾期居留；

材料一致性：线上线下材料需完全一致，外文材料翻译需加盖翻译公司公章；

结语

优秀在华留学生转换A类工作签证是中国吸引国际人才的重要举措。用人单位与留学生需严格遵循政策要求，规范准备材料，确保流程顺畅。未来，随着政策进一步优化，留学生留华就业渠道将更加便捷，为中外人才交流与科技创新注入活力。

is approved, download the work permit notice and the administrative license approval decision from the website, and then go to the Exit-Entry Administration Bureau (12367) to apply for the residence permit.

(2) Residence Permit Application

Applicants must go to the local Exit-Entry Administration Bureau (inquiry hotline: 12367) to apply for a work-type residence permit with the following materials:

Application Form for Foreigner's Visa and Documents: Paste a 2-inch white-background ID photo (can be filled out on-site or online by appointment).

Valid accommodation registration certificate: Issued by the police station in the place of residence.

Medical examination certificate: Required for applications for residence permits with a validity period of more than 1 year.

Notice of Foreigner's Work Permit: Printed from the system.

Employer's letter of opinion on visa application: Including the applicant's basic information, job title, work period, and the enterprise's commitment to abide by the law (must be stamped with the official seal).

V. Precautions

Time Node: Applications must be submitted within 30 days before the expiration of the student visa to avoid overstaying.

Document Consistency: Online and offline documents must be completely consistent; translations of foreign-language documents must be stamped with the translation company's official seal.

Conclusion

The conversion of outstanding international graduates in China to Category A work visas is an important measure for China to attract international talents. Employers and international students must strictly follow policy requirements, prepare documents standardizedly, and ensure a smooth process. In the future, with further policy optimization, the channels for international students to work in China will become more convenient, injecting vitality into Sino-foreign talent exchanges and technological innovation.