Dear MR/Ms.,

We are pleased to to extend an invitation to you to join Guangdong Ocean University as a foreign specialist in Russian, assuming the role at the Saint-Petersburg Institute for Shipbuilding & Marine Technology of Guangdong Ocean University. To ensure a smooth process in obtaining your Notification Letter for a Foreigner’s work permit in the People’s Republic of China, please submit the necessary documents listed below for uploading to the work permit system for foreigners working in China:

1. Passport

2. Photo (visa size and white background)

3. Working certificate from your current university

4. Highest degree

5. Commitment for No criminal report (attached template)

6. Contract (attached template)

7. Resume (including education and working experience, and give the detail time, from which year and month until which year and month )

8. Application form (attached template)

Please find attached the documents for Item 5、6 and Item 8. You are required to complete them and subsequently email the eight documents as a compressed file to the address sofa@gdou.edu.cn. Additionally, please ensure that you carbon copy (cc) 237027106@qq.com in the email.

It would be greatly appreciated if you could accomplish that within three working days. Thank you for your cooperation.

Yours faithfully

International Affairs Office