

Hiring Requirement for Foreign Teachers

1. Be in good health and have no legal litigation in foreign teacher's own country.
2. In principle, foreign teachers should under the age of 60, for some high-level foreign experts, and foreign teachers who have long been teaching in our school, the age limit may be appropriately relaxed. The medical insurance should be purchased to cover medical expenses and accident in China.
3. In principle, there should be two letters of recommendation written by professors or senior scholars.
4. For professional foreign teachers should have a doctorate or should be associate professor, more than three years of teaching and research experience are also required. For language teaching foreign teachers should have a bachelor degree or above, higher attainments in their native language and literature are required and are able to undertake foreign language teaching work according to the requirements of the school. Apart from those teachers who are recommended by cooperative institutions, language teaching foreign teachers should have more than two years of teaching experience with bachelor degree. The master should have more than one year of teaching experience.
5. Foreign teachers should not only abide by our current laws and regulations and the rules and regulations of Northwestern Polytechnical University, but also respect our customs.

Process of Hiring Foreign Teachers

1. Before entering NPU:

1) For School has Employee Needs:

To hire a foreign teacher, the school (employer) is responsible to fill out the application form. Meanwhile, the relevant application documents such as a foreign teacher's resume (Chinese version), a copy of the highest degree certificate, foreign teacher's and accompanying family's passport home page copies, health certificate copy etc. are required to be submitted to the Office of International Cooperation.

2) For Office of International Cooperation

The Office of International Cooperation is responsible for work permit notification application according to the documents submitted by the school and then assists foreign teachers to apply "Z" visa.

2. After entering NPU:

1) Temporary Residence Registration:

Foreign teachers are required to come to Office of International Cooperation within 24 hours of entrance to do an online temporary residence registration.

2) Physical examination:

Foreign teacher and accompanying family members need 4 2-inch color photos, passport and passport copy to do physical examination in the Shaanxi Entry-Exit Inspection and Quarantine Bureau within 7 days of entrance.

3) Contract: If the physical examination result is qualified, the contract is signed.

4) The Office of International Cooperation is responsible for work permit application from Shaanxi Administration of Foreign Affairs within 15 days of foreign teacher's entrance.

5) Residence permit application:

The Office of International Cooperation will assist foreign teachers to apply residence permit from Xi'an Public Security Bureau within 30 days of foreign teacher's entrance.