**河海大学全职博士后进校通知单**

**各有关单位：**

**经全国博士后管委员会备案批准，同意博士研究人员 到我校 博士后流动站，全职从事博士后研究工作，具体部门为 ，合作导师为 教授，请办理有关手续。谢谢！**

**河海大学人事处**

**2022年5月31日**

附：进校手续有关单位一览表，单位负责人无需签字盖章。

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| **部门** | |
| **1.人事处**  **（博管办：**报到、人员编号、领取干部履历表、  签订聘用协议、开具调档函、领取工作证，  **薪酬保险科：**办理工资关系，  **人事档案中心：**核查全职人员档案**）** | |
| **2.财务处综合科**  （登记办理工资卡） | **5.校医院**  （办理本人公费医疗） |
| **3.学院（部、系）**  （学院正式教工登记，  办理上网账号） | **6.图书馆**  （办理借书证） |
| **4.结算中心**  （办理校园一卡通：2年） | **7.国际合作处**  （外籍人员办理居留许可证） |

**说明：全职博士后需要办理以上全部手续。**

**Admission notice for full-time postdoctoral fellow of Hohai University**

**All units concerned：**

**With the record and approval of the National Postdoctoral Management Committee, the doctoral researcher \_\_\_\_\_\_ is approved to work full-time in the \_\_\_\_\_\_\_ Postdoctoral Research Station of our university. The specific department is \_\_\_\_\_\_, and the cooperative supervisor is \_\_\_\_\_\_. Please go through the relevant procedures.Thank you very much!**

**Personnel Department, Hohai University**

**2022年5月31日**

**Attachment:** list of relevant units for admission procedures, the person in charge of the unit does not need to sign and stamp.

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| **Department** | |
| **1.The personnel department**  **（Doctoral management office:** Report, Personnel number, Get cadre resume, Sign employment agreement,Issue transfer lette，Get the work permitr，  **Salary Insurance Department:** Handle salary relations，  **Personnel Records Centre:** Check the files of full-time staff**）** | |
| **2.Comprehensive Section of Finance Department**  **（**Register for pay card**）** | **5.The school hospital**  **（**Handle my own free medical treatment**）** |
| **3.School department**  **（**College formal staff registration, handling the Internet account**）** | **6.The library**  **（**Get a library card**）** |
| **4.Settlement center**  **（**Apply for a campus card: 2 years**）** | **7.International Cooperation Division**  **（**foreigners shall apply for residence permits**）** |

**Note: Full-time postdoc needs to go through all the procedures above.**

1. **人事处The personnel department：**

（1）至博管办（河海馆517）报到，分配人员编号/临时工号，交博士后聘用协议（人事处主页博士后栏目下载）。登录教师综合服务一体化平台http://rs.hhu.edu.cn/new\_home/login.html，用户名为人员编号，初始密码身份证号后六位（外籍人员为护照号后六位），认真填写表格：基本信息表、参保表、起薪信息表等；线上提交一寸照片电子版至rscbgs@hhu.edu.cn，待接到电话通知后至河海馆517领取工作证。

（1）Report to the doctoral administration office (Hohai Hall 517), assign the staff number, and submit the postdoctoral employment agreement (download from the post doctoral section of the human resources department homepage).Log in to the teacher integrated service platform http://rs.hhu.edu.cn/new\_home/login.html, the user name is personnel number, the six digits after the initial password ID number (the six digits after the passport number for foreigners), and fill in the form carefully:Basic Information Form, Participation Form, Starting Salary Information Form, etc.;Submit an electronic version of the one-inch photo online to rscbgs@hhu.edu.cn. After receiving the notification by phone, go to Hohai Hall 517 to get the work card

（2）薪酬保险科：河海馆519，根据一体化平台中博士后填写的基本信息表、上传的身份证、学位证、毕业证等数据，办理工资关系；外籍博士后特备注意中国工商银行的开户姓名要与本平台登记姓名写法一致，建议统一用护照姓名登记顺序；

（2）The Salary Insurance Department：Hohai Hall 517，handles the salary relationship according to the basic information form filled in by postdocs in the integrated platform and the uploaded data such as ID card, degree certificate and graduation certificate.Please note that the account name of Industrial and Commercial Bank of China should be written in the same way as the registration name of this platform. It is recommended to use the passport name registration order；

**2．财务处The bursar's office：**河海馆207 Hohai Hall, 207

（1）开具介绍信，凭介绍信到南京市宁海中学（可从学校正大门口坐3路公交车，莫干路站下车）对面的中国银行办理开户手续（可免年费），切记要求将银行卡与校园卡关联（和银行说明用8位工号做对应关系）。（2）无南京市内开户的工商银行借记卡（一类卡）的请到宁海路中国工商银行（宁海路与汉口西路交叉口）办理；有工行卡则无需再办理。（非南京市的工商银行借记卡也可以，开户行不受限制）；（3）凭银行的开户回执单办理工行卡与工资卡关联等手续。

（1）Open a letter of introduction, with the letter of introduction to Nanjing Ninghai Middle School (from the main gate of the school to take the No. 3 bus, get off at Mogan Road Station) opposite the Bank of China to open an account (free of annual fee), be sure to ask the bank card and campus card associated (and bank instructions with 8 work number to do the corresponding relationship).（2）No Nanjing City open an account of the Industrial and Commercial Bank of China debit card (a class of card) please to the Industrial and Commercial Bank of China Ninghai Road (Ninghai Road and Hankou West Road intersection) for handling;There is no need to apply for ICBC card.(non-Nanjing Industrial and Commercial Bank of debit card can also, the opening bank is not restricted);（3）Go through the formalities of ICBC card and payroll card association with the bank account opening receipt.

**3．所在学院（部、系）School Department：**

请到学院人事秘书处登记，申请上网账号。

Please go to the personnel secretariat of the college to register and apply for an online account.

**4．结算中心Settlement center：**

保卫处楼一层，学生二食堂后面，校内中国银行自助点旁边。凭中国银行帐户办理校园一卡通，若为视同事业编制人员，一卡通有效期则为2年，否则默认为长期。

On the first floor of the security office building, behind the second student canteen, next to the self-service point of the bank of China on campus.Apply for campus card with bank account of China and the card is valid for two years.

**5．校医院The school hospital：**

需携带已关联好的中国银行卡凭校园一卡通至校医院医保办办理公费医疗手续，办理好后可凭校园一卡通和病历本看病，并可办理医疗费报销等手续。

You need to bring your relevant Chinese bank card to the medical insurance office of the university hospital to go through the procedures of public medical treatment. After the procedures are completed, you can go through the procedures of medical expense reimbursement with the campus card and the medical record.

注：结算中心、校医院是邻近的地方。

Note: Settlement center and hospital are nearby.

**6．图书馆The library：**

凭校园一卡通办理注册。

Register with your campus card.

**7. 国际合作处International Cooperation Division：**

外籍人员至国际合作处一楼108室办理申请工作证和签证手续。

注：国际合作处在迎宾馆对面，友谊馆后。

Foreigners can apply for Work Permit and Visa at Room 108, 1st Floor, International Cooperation Office.

Note: The International Cooperation Office is opposite to Ying Hotel and behind the Friendship House.