**承 诺 书**

上海市外国专家局：

本人 ，护照号码 ，现由于在中国境内变更单位，特申请办理外国人来华工作许可。因办理最高学位证书或相关批准文书、职业资格证明认证需要一定时日，我们承诺将抓紧办理，并在获得外国人来华工作许可三个月内补充提供认证材料原件。

若违反承诺或做出不实承诺，审批机关有权注销本人《外国人工作证》，并对用人单位进行信用管理。

 承诺人：

 用人单位盖章：

 年 月 日

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**COMMITMENT LETTER**

Shanghai Municipal Bureau of Foreign Experts Affairs：

 My name is (Passport NO. is ). Due to the change of my hiring institution in China, I am going to apply for Foreigner’s work permit. Because the certification of highest degree, relevant approval documents or professional qualification requires a certain time, we attest that we will do the certification as soon as possible. We will provide the original certification materials within three months after acquiring Foreigner’s work permit.

If any falsification is found, I would like to have my Foreigner’s work permit cancelled. The approving authority will carry out hiring institution credit management.

 Signed by Applicant:

 Date: