**西咸新区外籍人才创新创业服务指南**  
****Xixian New Area Service Guide for Innovation and Entrepreneurship of Foreign Talent****

**一、创新创业项目申报条件**  
**I. Eligibility Criteria for Innovation and Entrepreneurship**

**Project Application**

**(一)外籍人才**  
**(A) Foreign Talent**

**1.**年龄应在18-50周岁，身心健康，无犯罪记录；

Aged between 18 and 50, physically and mentally healthy, with no criminal record;

**2.应为创新创业项目或团队主导者、策划者等核心成员；**

Should be a core member of the innovation and entrepreneurship project or team, such as the leader or planner;

3.在国（境）内外高等院校取得硕士及以上学位，特别优秀的外籍毕业生可适当放宽学历要求；

Hold a master's degree or above from a domestic or international higher education institution; exceptionally outstanding foreign graduates may have the academic requirement appropriately relaxed;

4.以专利、科研成果、专有技术等创办科技企业的外籍人才优先支持。

Priority support will be given to foreign talent who establish technology enterprises based on patents, scientific research achievements, proprietary technologies, etc.

**（二）创新创业项目**

**(B) Innovation and Entrepreneurship Project**

1.符合新区产业发展方向，具有创新要素与国际竞争力的高新技术、成果转化等项目优先；

Projects aligned with the New Area's industrial development direction, especially high-tech projects, technology transfer projects with innovative elements and international competitiveness, will be prioritized;

2.具备完整的发展规划、实施路径、管理制度等，制定商业计划书；

Possess a complete development plan, implementation path, management system, etc., and have prepared a business plan;

3.技术来源清晰，无知识产权权属纠纷；市场发展潜力大，预期的经济与社会效益显著；

Clear technology source with no intellectual property ownership disputes; significant market development potential and expected economic and social benefits;

4.研发、生产类项目需符合国家生态环境、安全生产等相关规定；

R&D and production projects must comply with national regulations on ecological environment, work safety, and other relevant requirements;

5.与科创载体签订入孵协议，自愿接受并遵守科创载体的相关管理制度。

Sign an incubation agreement with the innovation carrier and voluntarily accept and comply with its relevant management systems.

**二、申请材料**  
**II. Application Materials**

1.有效期内护照及签证；

Valid passport and visa;

2.创新创业项目商业计划书；

Business plan for the innovation and entrepreneurship project;

3.体检证明；

Medical examination certificate;

4.最高学位（学历）证书；

Highest degree (diploma) certificate;

5.国内高等院校毕业生提供学校出具的在校表现情况；

Graduates from domestic higher education institutions should provide a certificate of their performance during studies issued by the university;

6.团队创业的，需提供创业人员职责分工、股份占比等证明材料；

For team entrepreneurship, provide supporting documents such as role division and shareholding percentages among team members;

7.境内、境外（申请人国籍国或经常居住国）无犯罪记录证明。

Certificate of no criminal record issued by authorities in China and the applicant's country of nationality or habitual residence.

**三、申请程序**  
**III. Application Procedure**

**1.申报。**外籍人才向科创载体提出创新创业项目申请，填写《西咸新区外籍人才创新创业项目申请报告》并提交相关佐证材料；

**Application. Foreign talent submits an innovation and entrepreneurship project application to the innovation carrier, fills out the Xixian New Area Foreign Talent Innovation and Entrepreneurship Project Application Report, and provides relevant supporting documents.**

**2.审核。**经审核通过的创新创业项目，由新城（园办）科技管理部门向科创载体及创新创业项目出具《西咸新区外籍人才创新创业项目审核意见书》；

**Review.** Approved innovation and entrepreneurship projects will receive the "Xixian New Area Foreign Talent Innovation and Entrepreneurship Project Review Opinion Letter" issued by the science and technology management department of the respective New City (Energy Financial and Trade Zone) to the innovation carrier and the project;

**3.入驻。**科创载体与创新创业项目签订入孵协议，并办理创新创业项目入驻程序；

**Incubation Admission.** The innovation carrier signs an incubation agreement with the innovation and entrepreneurship project and completes the project admission procedures;

**4.办证。**科创载体为外籍人才申办工作许可及居留许可。工作许可审核通过后，由科创载体在外国来华工作管理服务系统中下载《外国人来华工作许可通知书》，并协助其在电子社保卡APP中申领外国专家来华工作许可证。凭《外国人来华工作许可通知书》或电子社保卡前往出入境管理部门办理居留许可。

**Permit Processing. The innovation carrier applies for the work permit and residence permit for the foreign talent. After the work permit application is approved, the innovation carrier shall download the Notice of the Work Permit for Foreigners Working in China from the Foreigner's Work Management Service System, and assist the foreign talent in obtaining the Foreign Expert Work Permit Certificate via the E-Social Security Card APP. The residence permit shall then be applied for at the entry-exit administration department by presenting either the Notice of the Work Permit for Foreigners Working in China or the electronic permit on the E-Social Security Card APP.**

**四、创新创业项目运营评估**

**IV. Operation Assessment of Innovation and Entrepreneurship Projects**

1.科创载体根据外籍人才获批工作许可时间，每6个月开展一次创新创业项目运营评估；

The innovation carrier conducts an operational assessment of the innovation and entrepreneurship project every 6 months, starting from the date the foreign talent's work permit is approved;

2.创新创业项目运营评估实行分级量化评估，90分以上评估结果为A（优秀），80-90分（含）评估结果为B（良好），60-80分（含）评估结果为C（合格），60分以下评估结果为D（不合格）。

The operation assessment adopts a graded quantitative system: A (Excellent) for scores above 90; B (Good) for scores between 80 and 90 (inclusive); C (Qualified) for scores between 60 and 80 (inclusive); D (Unqualified) for scores below 60.

3.评估指标包括基础指标和运营指标

Assessment indicators include Basic Indicators and Operational Indicators.

****基础指标（40分）****

**Basic Indicators (40 points)**

**（1）创新创业项目运营报告：**创新创业项目商业计划书执行情况，创新创业项目或公司发展情况、运营投入、市场拓展等方面内容，视整体运营情况得1-10分；

**Project Operation Report:**Implementation of the business plan, project/company development, operational investment, market expansion, etc. Score 1-10 points depending on overall operational status.

**（2）创业公司注册资本：**创新创业项目已注册创业公司，注册资本1万-10万元得5分，10万元（含）-50万元得8分，50万元（含）以上得10分；

**Registered Capital of Startup Company:**If the project has registered a startup company: 5 points for registered capital between RMB 10,000 - 100,000; 8 points for RMB 100,000 (inclusive) - 500,000; 10 points for RMB 500,000 (inclusive) or above.

**（3）财务管理：**创新创业项目制定完善的财务管理制度，依法记账、报税、纳税，视财务完备情况得1-5分；

**Financial Management:** Establishment of a sound financial management system, legal bookkeeping, tax filing, and tax payment. Score 1-5 points depending on financial completeness.

**（4）运营投入：**制定完善有效的发展计划，持续投入资金、人员等，有效进行成果研发、市场拓展、对外合作等，视运营投入情况得1-5分；

**Operational Investment:**Formulating sound and effective development plans, continuous investment in funds, personnel, etc., effective conduct of R&D, market expansion, external cooperation, etc. Score 1-5 points depending on operational investment.

**（5）人力资源：**创新创业项目或公司与员工依法签订劳动合同，并按时按量缴纳社保发放工资，视人力资源完备情况得1-5分；

**Human Resources:**The project/company signs labor contracts with employees according to law, and pays social insurance and salaries on time and in full. Score 1-5 points depending on human resources completeness.

**（6）孵化管理：**遵守服从科创载体各项管理制度，配合创业评估相关工作，参与各类孵化培育、文化融入、企业交流等活动，视管理情况得1-5分。

**Incubation Management:**Comply with and follow the innovation carrier's management systems, cooperate with entrepreneurship assessment work, participate in various incubation training, cultural integration, enterprise exchange activities, etc. Score 1-5 points depending on management compliance.

****运营指标（60分）****

**Operational Indicators (60 points)**

**（1）项目营收：**创新创业项目营收加分项，评估前半年内项目营收10万元下的不得分，达到10万元的得20分，超过部分按照实际超过额度的万分之一予以加分，最高60分；

**Project Revenue:** Revenue bonus points. No points for revenue below RMB 100,000 in the 6 months prior to assessment; 20 points for reaching RMB 100,000; for amounts exceeding this, add 0.01 point per RMB 1 of excess revenue, capped at 60 points.

**（2）人才引进：**介绍和引进外籍人才或海外人才入区创业、就业的，引进外籍硕士得5分，外籍博士得10分，引进海外项目、外资企业的，视投资额、技术水平等情况得20-40分；

**Talent Introduction:** Introducing and bringing foreign or overseas talent to the zone for entrepreneurship or employment: 5 points for introducing a foreign master's holder, 10 points for a foreign Ph.D. holder. Introducing overseas projects or foreign-funded enterprises: score 20-40 points depending on investment amount, technical level, etc.

**（3）新区企业出海服务：**帮助区内科技企业技术、产品链接海外资源，拓展海外市场，每组织或参加一次活动得1分，有效链接资源建立合作得2分，完成一项出海服务/合同签订等得20分；

**Outbound Services for New Area Enterprises:** Assisting technology enterprises in the zone to connect their technology/products with overseas resources and expand into overseas markets: 1 point per activity organized or participated in; 2 points for effectively linking resources and establishing cooperation; 20 points for completing an outbound service project/contract signing, etc.

**（4）投 融 资：**创新创业项目获得投融资，按照融资额的万分之一予以加分，最高40分；

**Investment & Financing:** The project receives investment/financing. Add 0.01 point per RMB 1 of financing amount, capped at 40 points.

**（5）成果产出：**研发、专利、产品等相关成果取得阶段性进展，每项5分，注册专利、获得奖项、参加展出的，每项10分，最高30分；

**Output of Achievements:** Making phased progress in R&D, patents, products, etc.: 5 points per item. Registering a patent, winning an award, participating in an exhibition: 10 points per item. Maximum 30 points.

**（6）团队建设：**创新创业项目团队建设，雇佣员工1--2人，每人得2分，3--5人，每人得3分，6人及以上得20分，最高20分。

**Team Building:** Project team building: Employing 1-2 staff: 2 points per person; 3-5 staff: 3 points per person; 6 or more staff: 20 points total. Maximum 20 points.

（7）有下列情况之一的直接评定为D（不合格），同步注销其工作许可及居留许可，情节严重的按规定承担相关法律责任。

Projects falling under any of the following circumstances will be directly rated D (Unqualified), and their work permits and residence permits will be revoked simultaneously. Serious cases shall bear relevant legal liabilities according to regulations.

①违反国家及地方政府关于外国人相关管理规定的；

(i) Violating national and local government regulations concerning the management of foreigners;

②不配合外专、公安、税务、人社等相关部门，以及科创载体日常管理的；

(ii) Failing to cooperate with the daily management of relevant departments such as foreign experts affairs, public security, taxation, and human resources and social security, as well as the innovation carrier;

③提供虚假运营评估相关资料；

(iii) Providing false materials for the operational assessment;

④超过2周未在科创载体办公，且未报备行程的；

(iv) Being absent from the innovation carrier's office for more than 2 weeks without reporting the itinerary;

⑤未实际从事申报项目创业工作的；

(v) Not actually engaged in the entrepreneurial work of the declared project;

⑥其他未列明相关情况。

(vi) Other related circumstances not listed.

**五、退出机制**

**V. Exit Mechanism**

外籍人才创新创业期内主动申请退出创业的，应向科创载体报送书面材料，完成公司注销、清缴税款等手续，并按创业申请程序完成工作许可及居留许可注销工作。

Foreign talent who voluntarily apply to exit entrepreneurship during the innovation and entrepreneurship period should submit written materials to the innovation carrier, complete procedures such as company deregistration and tax settlement, and complete the revocation of work permits and residence permits according to the entrepreneurship application procedure.

**六、有关说明**

**VI. Supplementary Notes**

**1.**外籍人才创新创业工作应在经批准开展此项工作的科创载体内进行。

Innovation and entrepreneurship activities of foreign talent should be conducted within innovation carriers approved for such work.

2.工作许可有效期为6个月。可提出最多3次，每次不超过6个月的延期申请。累计有效期不超过2年。2年后按照现行外国人来华工作许可有关要求延期。

The work permit is valid for 6 months. Up to 3 extension applications may be submitted, each for a maximum of 6 months. The cumulative validity period shall not exceed 2 years. After 2 years, extensions will be processed according to the current requirements for foreigners' work permits in China.

3.外籍人才创新创业期内出差或离开西安范围，需提前3个工作日向科创载体报告行程；外籍人才归国或离境，需提前10个工作日书面告知科创载体，载明归国或离境时长及计划返回日期。返回后应及时向科创载体报备。

 During the innovation and entrepreneurship period, foreign talent must report their itinerary to the innovation carrier at least 3 working days in advance for business trips or travel outside Xi'an's administrative area; for returning to their home country or leaving China, they must notify the innovation carrier in writing at least 10 working days in advance, specifying the duration and planned return date. They must report back to the innovation carrier promptly upon return.

4.外籍人才创新创业期内变更创新创业项目的，应提前15个工作日书面告知科创载体，并填写《西咸新区外籍人才创新创业项目变更申请报告》，由科创载体按照初次审核要求进行审核备案。

If changing the innovation and entrepreneurship project during the period, foreign talent should notify the innovation carrier in writing at least 15 working days in advance, and fill out the "Xixian New Area Foreign Talent Innovation and Entrepreneurship Project Change Application Report". The innovation carrier will review and file it according to the initial review requirements.

5.创新创业项目运营评估结果累计2次为D（不合格）的，创新创业项目终止。

The innovation and entrepreneurship project will be terminated if it receives a D (Unqualified) rating twice consecutively in the operational assessment.

6.创新创业项目申请审核、工作许可办理均不收费。

No fees are charged for the application review of innovation and entrepreneurship projects or the processing of work permits.

**七、常见问题**

**VII. Frequently Asked Questions (FAQs)**

**1.外籍人才在申报创新创业项目时是否需要注册公司？**

**Does foreign talent need to register a company when applying for the innovation and entrepreneurship project?**

创新创业项目的外籍人才首次办理工作许可，是由科创载体作为申请主体，无需公司注册相关资料。

When foreign talent for the innovation and entrepreneurship project apply for the work permit for the first time, the innovation carrier acts as the applicant entity. Company registration documents are not required at this stage.

**2.外籍人才首次办理工作许可能否由自己的公司申请？**

**Can foreign talent apply for the work permit for the first time through their own company?**

不能，因外籍人才创新创业工作是对外国人来华工作申请条件的突破，放宽外籍人才相关条件，因此首次办理工作许可，是由科创载体作为申请主体。创新创业项目运营评估结果为B（良好）以上的，在延期申请时可由外籍人才自己的公司进行申请。

No. The innovation and entrepreneurship program for foreign talent represents a relaxation of the standard conditions for foreigners working in China. Therefore, for the initial work permit application, the innovation carrier must act as the applicant entity. If the operational assessment result of the innovation and entrepreneurship project is B (Good) or above, the foreign talent's own company can act as the applicant entity for extension applications.

**3.创新创业项目的外籍人才能否邀请家属入境，办理相关签证？**

**Can foreign talent in innovation and entrepreneurship projects invite family members to China and apply for relevant visas?**

可以。在中国工作的外国人可以为其配偶、父母、未满18周岁的子女或配偶的父母均可以申请S签证，有以下两种方式

Yes. Foreigners working in China can apply for S visas for their spouses, parents, children under 18 years old, or their spouses' parents. There are two ways:

（1）外籍人才在首次办理工作许可时，向科创载体提交家属相关资料，由科创载体在办理工作许可时一并提交，审核通过后的外国人来华工作许可会附带家属相关信息，外籍人才家属凭工作许可通知前往当地中国使领馆办理入境手续。

When applying for the work permit for the first time, the foreign talent submits family member information to the innovation carrier. The carrier includes this information in the work permit application. Once approved, the work permit notice will contain the family member information. Family members can then use this notice to apply for entry visas at the local Chinese embassy/consulate.

（2）外籍人才取得工作许可后，可向出入境管理部门提交申请，为家属办理S签证。

After obtaining the work permit, the foreign talent can apply directly to the immigration authorities for S visas for family members.

**4.外籍人才创业公司能否邀请商业伙伴、客户前往中国商务考察？**

**Can foreign talent's startup company invite business partners or clients to China for business visits?**

可以，邀请外国人来华短期访问需向西安市人民政府外事办公室申请。

Yes. Inviting foreigners for short-term visits to China requires an application to the Foreign Affairs Office of Xi'an Municipal People's Government.

具体流程详见：

Specific procedures can be found at:

http://wqb.xa.gov.cn/ygsp/yqwgrlh/1846825159015567361.html

**Consultation Telephone:**029-86781251、86781236

**5.外籍人才创业公司开户困难，在中国境内公司不能美元交易？**

**Foreign talent's startup company faces difficulties opening a bank account. Can companies in China not transact in USD?**

在中国境内的外国人公司正常均可在各类银行注册对公对外账户，因语言、程序等问题，可由科创载体或专业财务公司协助办理。

Foreign-owned companies in China can normally open corporate foreign currency accounts at various banks. If facing difficulties due to language or procedures, the innovation carrier or professional financial firms can assist.

根据《中华人民共和国外汇管理条例》规定，中华人民共和国境内禁止外币流通，并不得以外币计价结算。因此境内公司交易不能使用美元。

**According to the provisions of the Regulations of the People's Republic of China on Foreign Exchange Control, the circulation of foreign currency is prohibited within the territory of the People's Republic of China, and settlement in foreign currency is not allowed. Therefore, domestic companies cannot use USD for transactions.**

**6.外籍人才在西咸新区创业，可以得到那些帮助？**

**What kind of support can foreign talent receive for entrepreneurship?**

科创载体为外籍人才及创新创业项目提供创业孵化、公司注册、文化融入、生活服务、资源链接等全方位服务，常态化开展创业培训、融资对接、市场拓展等活动，促进外籍人才创新创业项目加速成长。西咸新区外国专家服务站提供"无感化"生活服务，整合社会资源，提供涵盖法律、金融、教育、医疗、语言、培训、文化融入等"一站式"生活便利服务，举办创业沙龙、传统佳节文化体验、国际青年联谊等各类活动，搭建外籍人才之间、外籍创业人才与本地企业家之间的交流互动平台，加速外籍人才融入本地创新生态圈。

Innovation carriers provide comprehensive services for foreign talent and their projects, including entrepreneurship incubation, company registration, cultural integration, life services, and resource connection. They regularly conduct activities like entrepreneurship training, financing matchmaking, and market expansion to accelerate project growth. The Xixian New Area Foreign Expert Service Station offers "seamless" life services, integrating social resources to provide "one-stop" convenience services covering legal, financial, education, medical, language, training, and cultural integration support. It organizes various events such as entrepreneurship salons, traditional festival cultural experiences, and international youth networking, building platforms for interaction among foreign talent and between foreign entrepreneurs and local business people, accelerating their integration into the local innovation ecosystem.

7.在中国境内就业的外国人是否需要参加社会保险？

Are foreigners employed within China required to participate in social insurance?

在中国境内依法注册或者登记的企业、事业单位、社会团体、民办非企业单位、基金会、律师事务所、会计师事务所等组织（以下称用人单位）依法招用的外国人，应当依法参加职工基本养老保险、职工基本医疗保险、工伤保险、失业保险和生育保险，由用人单位和本人按照规定缴纳社会保险费。

用人单位招用外国人的，应当自办理就业证件之日起30日内为其办理社会保险登记。

Foreigners legally recruited by organizations such as enterprises, public institutions, social groups, private non-enterprise units, foundations, law firms, accounting firms, etc., that are legally registered or established within China (hereinafter referred to as "employing units") shall, according to law, participate in basic pension insurance for employees, basic medical insurance for employees, work-related injury insurance, unemployment insurance, and maternity insurance. Social insurance premiums shall be paid by the employing unit and the individual in accordance with regulations.

Employing units that recruit foreigners shall handle social insurance registration for them within 30 days from the date of obtaining the employment permit.

**其他相关问题可咨询西咸新区科技创新和新经济局、西咸新区外国专家服务站、各科创载体。**

For other related inquiries, please contact:Bureau of Technological Innovation and New Economy of Xixian New Area，Xixian New Area Foreign Expert Service Station，or respective Innovation Carriers.

1.西咸新区科技创新和新经济局

Bureau of Technological Innovation and New Economy of Xixian New Area

联系人：符 阳 029-33261126 18691064000

地 址：西咸新区能源金融贸易区能源路201号西咸大厦701室

Contact Person: Fu Yang  
Tel: 029-33261126 / 18691064000

Address: Room 701, Xixian Building, No. 201 Nengyuan Road, Energy Financial and Trade Zone, Xixian New Area

2.西咸新区外国专家服务站

Xixian New Area Foreign Expert Service Station  
秦创原科技大市场外国专家服务站

Qinchuangyuan Technology Market Foreign Expert Service Station

联系人：沈倩倩 13759880026

地 址：沣东新城征和四路自贸产业园1期5号楼

Contact Person: Shen Qianqian  
Tel: 13759880026

Address: Building 5, Phase 1, Free Trade Industrial Park, Zhenghe Fourth Road, Fengdong New City

3.各新城（园办）科创载体

Innovation Carriers of New Cities (Energy Financial and Trade Zone)

**沣东新城**

Fengdong New City

米智IOT创新中心

Mi-Zhi IOT Innovation Center

联系人：杨利莎 15608883409

地 址：沣东新城征和四路2168号自贸产业园4号楼2层203室

Contact Person: Yang Lisha  
Tel: 15608883409

Address: Room 203, 2nd Floor, Building 4, Free Trade Industrial Park, No. 2168 Zhenghe Fourth Road, Fengdong New City

**沣西新城**

Fengxi New City

秦·港孵化器

Qin·Gang Incubator

联系人：陆 璐 18192656770

地 址：沣西新城励志东路创科大厦7层701室

Contact Person: Lu Lu  
Tel: 18192656770

Address: Room 701, 7th Floor, Chuangke Building, Lizhi East Road, Fengxi New City

**秦汉新城**

Qinhan New City

深维空间

Shenwei Space

联系人：李彦梅 13319232766

地 址：秦汉新城兰池二路与秦苑七路十字兰池大厦C座五层

Contact Person: Li Yanmei  
Tel: 13319232766

Address: 5th Floor, Block C, Lanchi Building, Intersection of Lanchi Second Road and Qinyuan Seventh Road, Qinhan New City

**空港新城**

Airport New City

西安正欣企业管理有限公司

Xi'an Zhengxin Enterprise Management Co., Ltd.

联系人：吴 勇 18092730864

地 址：空港新城空港国际商务中心F区3层10301号

Contact Person: Wu Yong  
Tel: 18092730864

Address: Unit 10301, 3rd Floor, Area F, Airport International Business Center, Airport New City

**泾河新城**

Jinghe New City

陕西擎云科技发展有限公司

Shaanxi Qingyun Technology Development Co., Ltd.

联系人：史茹怡 15592117721

地 址：泾河新城高泾大道与茶马大道交叉处茯茶镇商业街11号楼131室

Contact Person: Shi Ruyi  
Tel: 15592117721

Address: Room 131, Building 11, Fucha Town Commercial Street, Intersection of Gaojing Avenue and Chamada Road, Jinghe New City

**能源金融贸易区**

Energy Financial and Trade Zone

飞马旅（西咸）

Pegasus Group(Xi Xian)

联系人：张 勃 18089197834

地 址：沣东新城上林路西咸青年创业园2号楼

Contact Person: Zhang Bo  
Tel: 18089197834

Address: Building 2, Xixian Youth Entrepreneurship Park, Shanglin Road, Fengdong New City

*\*以上手机号码与微信同号*

*\*The above mobile phone numbers are also WeChat IDs.*