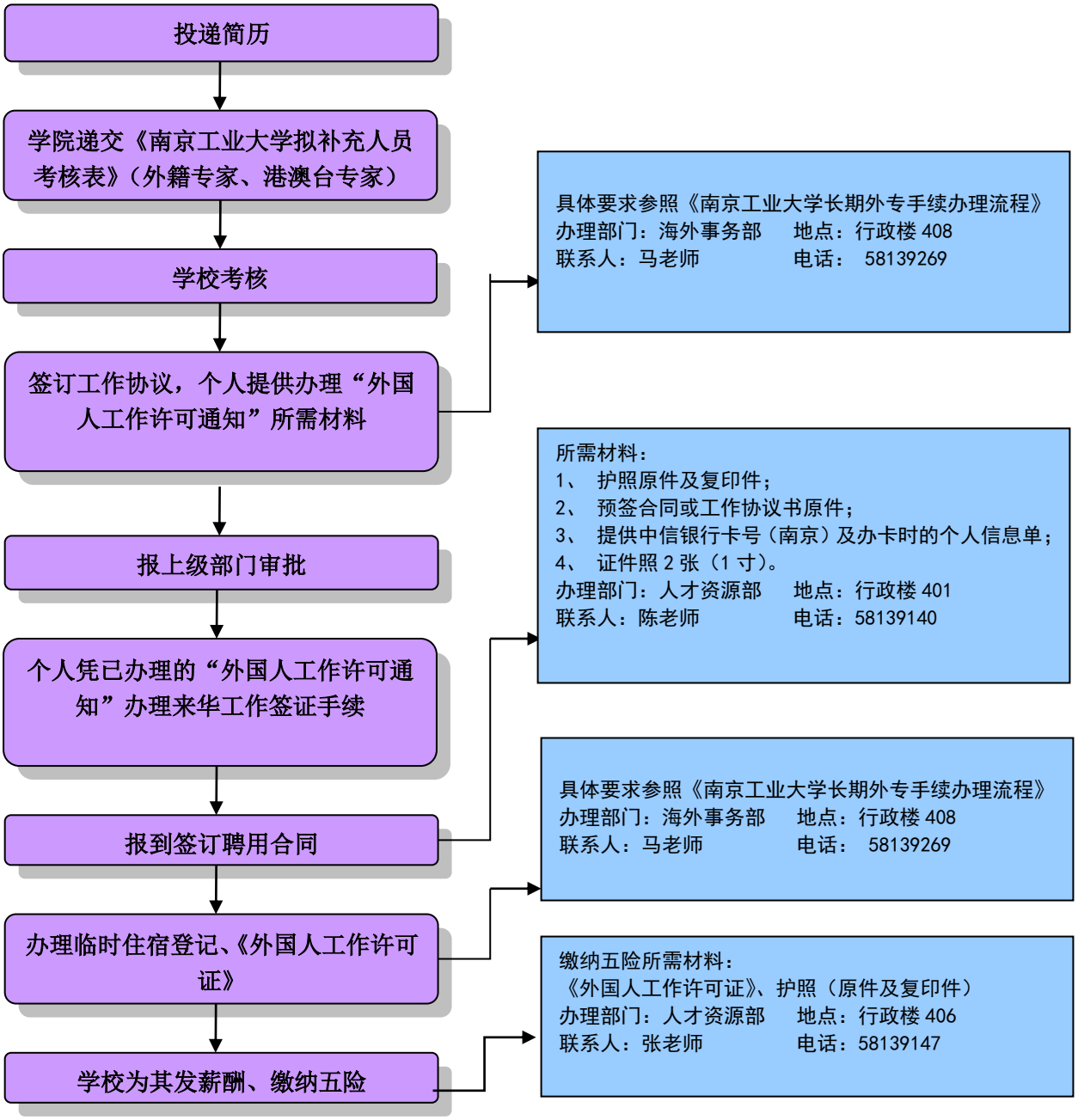外籍专家长期聘用手续办理流程