

复旦大学外国留学生办理居留许可校外实习加注的申请流程

外国留学生校外教学实习活动，是指外国留学生按照学校教育教学计划组织实施的，不获取任何劳动报酬（车贴、餐贴除外）的校外实习活动。

一、从事校外教学实习活动的外国留学生，应符合以下条件：

- 1、在我校就学的学历生、校际交流或系际交流的非学历生；
- 2、持有上海市出入境管理局签发的，包含实习加注信息的学习类居留许可；
- 3、不得同时在两个（含）以上单位从事校外教学实习活动；
- 4、实习内容应和本人学习专业有关。

二、外国留学生从事校外教学实习活动前，遵循以下程序获得批准。

1、学生本人向所在院系提交《复旦大学外国留学生校外实习申请表》并申请学院为其出具所在专业教学计划书（突出实习内容），院系进行审核同意并出具计划书；

2、学生本人将《外国留学生教学实习单位指导意见书》交给实习单位，由实习单位填写并加盖公章；

3、学生本人将院系审核同意并出具的《复旦大学外国留学生校外实习申请表》、所在专业教学计划书、实习单位反馈的《外国留学生教学实习单位指导意见书》和本人护照首页复印件/居留许可页复印件（如有）交我校外国留学生工作处。

4、外国留学生工作处将申请材料提交至市出入境管理局审核，留学生在提交材料十个工作日后至外国留学生工作处查询审核情况。审核通过的留学生可获得外国留学生工作处出具的《外国留学生校外实习证明》复印件和填写实习加注内容的《外国籍学生办证申请函》。

5、留学生持外国留学生工作处出具的《外国留学生校外实习证明》复印件和填写实习加注内容的《外国籍学生办证申请函》，以及本人护照、住宿登记单至市出入境管理局办理校外实习加注。如需同时办理居留许可，还应提交其他相应材料。校际交流或系际交流的非学历生还需提供校际或系际交流协议复印件一份，以及与交流协议对应的学生名单一份（本人需在名单内）。

注：1、实习单位在外省市的，可请实习单位在《外国留学生教学实习单位指导意见书》上敲章后传真至外国留学生工作处；

2、留学生在办理居留许可的同时申请实习加注，按居留许可标准收费，加注

手续免费；单独办理实习加注手续的，每次收费 200 元。

三、教学实习注意事项

1、留学生在 我校校外实习期间转至其他院校的，应自离校之日起停止校外实习，待在新的就读院校重新办理校外实习加注手续后方可继续实习。

2、留学生在实习期间实习单位发生本市或外省市同一地级市内变更的，应向新的实习单位提交《外国留学生教学实习单位指导意见书》，待新的实习单位签字盖章后交至外国留学生工作处在市出入境管理局办理备案手续；如实习期间实习单位发生跨地级市变更的，应当重新办理校外实习加注手续。

3、留学生在实习期间护照、居留证件换、补发或延期等情况，无须中断实习活动，但须至外国留学生工作处申请重新办理居留许可和实习加注手续。办理手续时无须重新提交相关实习加注材料。

4、每次办理居留许可校外实习加注时，最长加注期限不超过六个月；超过六个月的，需在六个月期满后重新办理。

本校外实习加注流程自 2017 年 4 月 1 日起实行。之前办理的校外实习备案手续依然有效，无须重新办理加注手续。

复旦大学外国留学生工作处

2017 年 3 月 27 日

注：《复旦大学外国留学生校外实习申请表》和《外国留学生教学实习单位指导意见书》可从外国留学生工作处网站下载。

**Fudan University International Students’
Visa/Residence Permit Application Procedure for Off-Campus Internship**

The International Students’ off-campus internship allows International Students to carry out their internship according to the teaching plan implemented by respective faculties. During the course of this internship, students will be unpaid (apart from transportation and meal allowances).

1. To qualify for this internship program, the following conditions should be satisfied:

- i. Current degree or non-degree exchange students at Fudan University
- ii. A valid residence permit with current internship details, issued by the Shanghai Entry-Exit Inspection and Quarantine Bureau.
- iii. Students are not allowed to intern at more than one company.
- iv. The type of internship must be relevant to the students’ field of study

2. Applicants must abide by the following procedures (in order) before starting their internship

- i. Applicants must complete and submit the “Application Form for Off-campus Internship for International Students of Fudan University” to respective faculties and apply for the Teaching Plan (with emphasis on contents of internship) from respective faculties. The Teaching Plan will be issued after the application has been reviewed and approved by respective faculties.
- ii. The “International Student’s Internship Agreement Form” should be signed and stamped by authorities of the internship company.
- iii. Applicants should submit the following documents to the International Students Office of Fudan University:
 - Application Form for Off-campus Internship for International Students of Fudan University
 - Teaching Plan provided by the respective faculties
 - International Student’s Internship Agreement Form (signed and stamped by the internship company)
 - Photocopies of the applicant’s passport (passport photo page)/the page containing the current valid visa/residence permit (if applicable).
- iv. The International Students Office will submit all relevant application documents to the Exit-Entry Inspection and Quarantine Bureau for verification. International Students can return to the International Students’ Office to inquire about their application after 10 working days. Following this, the international students’ office will issue the “Proof of Off-Campus Internship” (photocopy) and “Introduction Letter for Visa” to successful applicants.

v. Applicants should bring the following documents to the Exit-Entry Inspection and Quarantine Bureau to update their visa/residence permit with their internship details.

- Photocopy of the “Proof of Off-Campus Internship” issued by the International Students’ Office
- “Introduction Letter for Visa” containing the applicant’s internship details
- Passport
- Registration slip of Accommodation

Other relevant documents should be prepared if applicants want to apply for a new visa/residence permit.

Non-degree exchange students should bring the following additional documents:

- Contract between Fudan University and the applicant’s home university.
- Name list of exchange students according to the contract, with the applicant’s name on it.

Note: i. If the internship company is located in another province, applicants can request the company to stamp the “International Student’s Internship Agreement Form” and fax it to the International Student’s Office;

ii. No additional fee will be imposed if applicants apply for their residence permit and apply to add their internship details on their residence permit at the same time. If applicants apply to add their internship details on their residence permit separately, a fee of 200 yuan per application will be imposed.

3. International Students should take note of the following during their internship:

- i. International Students who transfer to other universities during the internship period should stop their internship before leaving the university. These students should then update the internship details on their residence permit at their new university before resuming the internship.
- ii. International Students who switch to another internship company that is located in the same city or in the city of another province, but still located in the same prefecture level city, should submit the “International Student’s Internship Agreement Form” to the new internship company, get it stamped and submit this form to the International Students’ Office, who will then submit it to the Exit-Entry Inspection and Quarantine Bureau; if the new internship company is located in another prefecture level city, International Students should repeat the whole visa/residence permit application/update procedure again.

- iii. During the period of internship, if there are any changes to passport details or residence permit (such as renewal or extend in duration), International Students need not stop their internship, but are required to perform relevant applications at the International Student's Office to renew their residence permit along with their internship details on their new residence permit. These students do not have to submit the documents (stated in 2 iii. above) required for Visa/Residence Permit Off-campus Internship Application.
- iv. The period of internship stated on the residence permit should not exceed 6 months per application. If the applicant's internship exceeds 6 months, applicants should repeat the whole application process after 6 months.

The Internship Application Procedure is effective from 1st April 2017 onwards. International Students who applied for internship before this period and have a valid residence permit with internship details do not have to reapply.

Fudan University International Students' Office
27th March 2017

Note: The "Application Form for Off-campus Internship for International Students of Fudan University" and the "International Student's Internship Agreement Form" can be downloaded from the International Students' Office website.