

外国留学生申请校外实习加注须知

一、申请对象

因专业培养需要，确需到在京有关企事业单位参与校外实习的北京高等学校在读外国留学生。

二、申请材料

- (一) 有效护照或者其他国际旅行证件。
- (二) 使用黑色墨水笔完整填写《外国人签证证件申请表》，粘贴一张 2 寸近期白色背景正面免冠照片。
- (三) 申请人本人已在居住地派出所或旅店办理有效住宿登记。
- (四) 就读院校在读及同意外国留学生参与校外实习证明（证明应为中文），应注明具体实习单位或企业的全称以及实习期限。
- (五) 实习单位或企业出具接受实习的证明（证明应为中文）或实习合同，应注明接收实习的留学生的基本信息（姓名、性别、出生日期、国籍、护照号码等）、就读院校以及实习时间（要具体到哪一天开始哪一天结束）/实习岗位。实习单位或企业出具的证明，相关内容应一致。
- (六) 出入境管理局根据具体情况要求提交的其他申请材料。

三、注意事项

- (一) 申请人须接受面谈。
- (二) 申请材料均交原件核验并留存复印件，其中，申请材料及要求第四、五项提交证明原件。
- (三) 外文申请材料（英文除外），应当经有资质的翻译公司翻译成中文后提交。
- (四) 公安机关批准的实习期限不超过外国留学生居留许可有效期。
- (五) 校外实习加注可与学习类居留许可同时提出。已持有效居留许可的外国留学生，如需申请校外实习加注，可申请换发居留许可。
- (六) 相关法规提示参照第 23 号《外国人申请签证证件相关法规提示须知》

Instructions on Off-campus Internship Annotation

Application for International Students

I Applicant Eligibility

International Students in higher education institutions of Beijing who are required by

teaching plan to engage in internship of Beijing.

II Supporting Documents and Relative Requirement

- 1、 Valid passport or other international travel documents;
- 2、 Completely filled VISA / STAY PERMIT / RESIDENCE PERMIT APPLICATION FORM with recent half-length , white background ,bareheaded ,full-faced 2-inch color photo.
Please fill in the application form in black ink or sign pen.
- 3、 Valid accommodation registration of the applicant provided by the local police station or hotel of present residence.
- 4、 A certificate issued by the higher education institution certifying the identity of the applicant and allowing the applicant to engage in off-campus internship. The certificate should be in Chinese and specify the full name of the organization or company and the term of internship.
- 5、 A certificate or contract issued by the organization or company of internship to accept the applicant ,which should specify the basic information of the international student (Name, gender, date of birth, nationality, passport number, etc.) , the name of the higher education institution ,and the term of internship (To be specific to which day to start and which day to end) , Internship positions. Relevant information in the certificate issued by the organization or company should be the same as the certificate issued by the higher education institution.
- 6、 Other supporting materials that the Exit And Entry Administration Department requires.

III Points for Attention

- 1、 The applicant shall go through a face-to-face interview.
- 2、 For the above- stated materials, the original documents need to be verified, and submit the copies; whereas for Paragraph 4 and 5, the original document need to be submitted.
- 3、 Any application materials in foreign language (except English)should be translated into Chinese by qualified translation Company before submission.
- 4、 The term of internship approved by the Public Security Bureau should not exceed the validity of the residence permit issued to the international student.
- 5、 Off-campus internship annotation can be applied along with residence permit for education. International students holding effective residence permit can apply for renewal

if they want to apply for internship annotation.

- 6、 Relevant rules please refer to No.23 Notice of the Regulations on Foreigners' Visa Application.