**学历留学生居留许可加注校外实习申请指引**

根据《中华人民共和国外国人出入境管理条例》第二十二条的规定，现制定了我校外国留学生校外实习申请指引。

留学生校外实习是指学历留学生按照学校教学培养方案组织实施的，不获取任何劳动报酬（车贴、餐贴除外）的校外实践活动。

**（一）条件要求**

1.须为在校学历留学生，并取得居留许可；

2.不得同时在两个（含）以上单位从事校外实习活动；

3.实习内容应与本人学习专业相关；

4.实习单位已在南阳市公安局出入境管理局备案登记；

5.实习期间，单位须为实习生购买人身意外伤害保险；

6.每次申请有效期一般不超过半年。

**（二）办理流程**

1.在国际交流合作处网站上下载《南阳师范学院外国留学生办理居留证件加注校外实习申请表》并填写；

2.学生与实习单位签订实习协议书；

3.到所属学院提出实习申请，学院同意后，由分管领导在《南阳师范学院外国留学生办理居留证件加注校外实习申请表》上签字盖章；

4.将《南阳师范学院外国留学生办理居留证件加注校外实习申请表》和实习协议书递交至国际教育学院，国际教育学院审批同意后盖章，并出具《外国留学生勤工助学同意函》；

5.持相关材料至出入境管理局办理居留许可加注校外实习。

**（三）注意事项**

1.加注校外实习可与居留许可申请同时办理，须同时提交办理居留许可的其他相应材料；

2.外国留学生应在加注手续办理完毕并取得相应回执后才能从事校外实习活动；

3.提交的所有资料须真实可靠，如有弄虚作假，学校有权取消已加注好的居留许可，且一年内不再批准其申请；

4.学生实习期间如有违法违规行为，学校将取消其居留许可，并按照规定给予处罚；

5.学生如在实习过程中发生物品的坏损或丢失、与他人冲突、急性疾病、意外事故等，学校不承担因意外伤亡或个人的经济损失而产生的任何法律责任和相关的费用。

南阳师范学院国际教育学院

2021年6月7日

**Guidance on application for off-campus internship with addition endorsement to residence permit for international degree students**

According to the Article 22 regulation of “The People’s Republic of China on Control of The Entry and Exit of Aliens”, the application guidelines for off-campus internships for degree international students of Nanyang Normal University have been formulated.

Off-campus internships for international students refers international degree students conduct extracurricular off-campus internship without getting payment (except subsidy for transportation and meals) according to the school's teaching and training plan.

**(1) Conditions &Requirements:**

1. The applicant must be an international degree student and obtain a residence permit.

2. The applicant cannot engage in off-campus internship activities in two (include or above) units at the same time.

3. The content of the internship should be related to student’s major.

4. The internship unit has been registered with the Entry-exit Administration Office of Nanyang Public Security Bureau.

5. During the internship, the unit must purchase personal accident insurance for the student.

6. The validity period of each application generally does not exceed half a year.

**(2) Procedures:**

1. Download the Application Form for Off-campus Internship for International Students of NYNU from the website of College of International Education and fill in it.

2. Sign an internship agreement with the employer.

3. Go to the belonging college to apply for internship. After the college agrees, the leader in charge will sign and stamp on the application form.

4. Submit the Application Form for Off-campus Internship for International Students of NYNU and internship agreement to the College of International Education. The College of International Education will evaluate the application and the leader in charge will sign and stamp on the application form. Then the letter of approval for off-campus internship for international students will be issued.

5. Bring relevant documents to the Exit-Entry Administration Bureau to apply for a residence permit with addition endorsement for off-campus internship.

**(3) Cautions:**

1. Addition endorsement for off-campus internship can be processed with the residence permit application, and other relevant materials for the residence permit must be submitted at the same time.

2. International students can only engage in off-campus internship activities after completing the filling procedures and obtaining the corresponding receipt.

3. All materials submitted must be true and reliable. If fraudulent, the university has the right to cancel the registered residence permit and not approve its application within one year.

4. If students violate laws or regulations during the internship, the university will cancel their residence permit and impose penalties in accordance with regulations.

5. If students experience damage or loss of items, conflicts with others, acute illness, accidents, etc. during the internship, the school does not bear any legal liability and related expenses arising from accidental casualties or personal economic losses.

College of International Education

Nanyang Normal University

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