**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 NanyangNormalUniversity 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-exitAdministration 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 forOff-campus Internship for International Students of NYNUfrom 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 forOff-campus Internship for International Students of NYNU and internship agreement to the College of International Education.The College of International Education will evaluatetheapplication and the leader in charge will sign and stamp on the application form. Then theletter 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

June 7, 2021