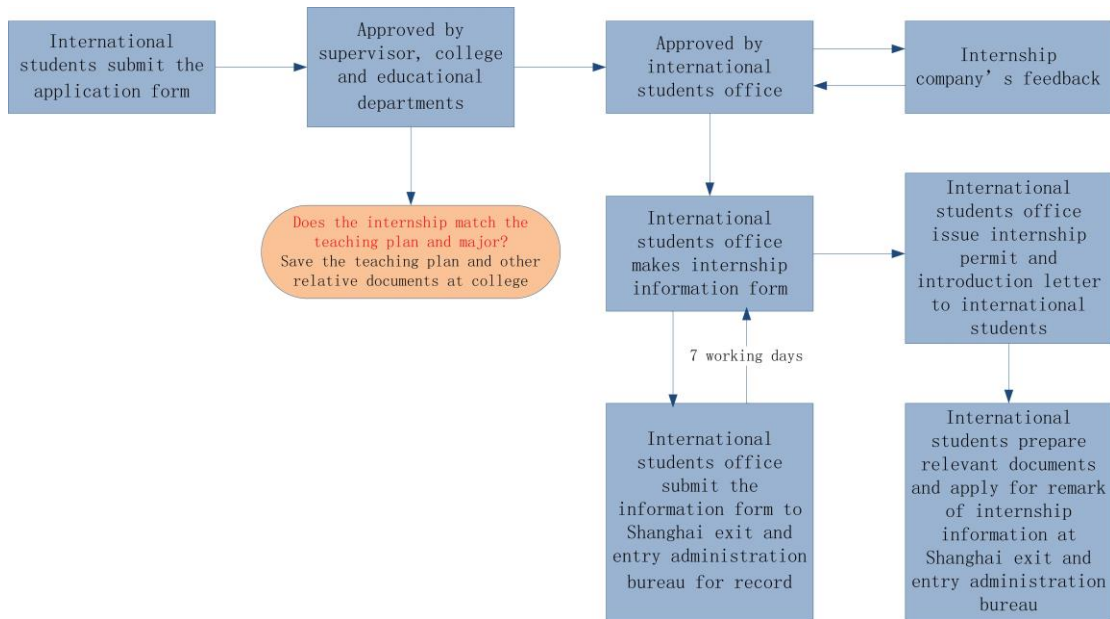


## Internship regulation for International students of Tongji University

1. International students can do internships outside school according to the regulation and educational plan. A paid internship is not permitted (except subsidy for transportation and meals).
2. International students who apply to do internship should meet below requests.
  - 1) Must be registered full-time students studying at Tongji University.
  - 2) Must attain a residence permit (study type) issued by Shanghai exit and entry administration bureau including remark of internship information.
  - 3) More than two internships at the same time for one international student are not permitted.
  - 4) The internship should meet requirements of the teaching plan and be relevant to the major of international students.
  - 5) No record of breaking Chinese Law or rules of Tongji University.
3. Application procedure:



4. Charging standard of Shanghai exit and entry administration bureau:
  - 1) If international students apply for residence permit (study style) and remark of internship information at the same time, Shanghai exit and entry administration bureau will only charge for the residence permit.
  - 2) For those international students who have already got residence permit (study style), Shanghai exit and entry administration bureau will charge for 200 RMB for the remark application of internship information.
5. If any relevant information changes occur, international students should follow below instructions and update the information:
  - 1) During the internship, if there is any change of university, internship company, etc., international student should stop the current internship and apply for updated remark of

internship information again.

- 2) During the internship, if there is any change of passport, residence permit, etc., international students do not have to stop the current internship. But they should go to the international student office to update the information and apply for residence permit and remark of internship information again.
6. An internship with any of the below situations is regarded as illegal employment:
- 1) The internship is not recorded at Shanghai exit and entry administration bureau.
  - 2) The internship is not remarked on residence permit.
  - 3) The internship exceeds the range of period, address, company and other recorded information on the “internship permit”.
  - 4) A paid internship (except subsidy for transportation and meals).
7. Punishment:
- International students of illegal employment will be punished by Shanghai exit and entry administration bureau according to the law.

This regulation has been effective since April 15<sup>th</sup>, 2015. And the superseded regulation has been invalid since April 15<sup>th</sup>, 2015.

# 同济大学外国留学生教学实习申请表

## Tongji University

### Internship Application Form For International Students

中文姓名 Chinese Name	护照姓名 Passport Name	
院系 School/College Registered in	专业 Subjects	
性别 Gender	国籍 Nationality	学号 Student no.
手机号 Cell Phone no.	学习期限 Study Period from _____(d)_____ (m)_____(y) to _____(d)_____ (m)_____(y)	
学生类别    Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>  Student Type        Doctorate <input type="checkbox"/> Exchange <input type="checkbox"/>	实习期限 Internship Period from _____(d)_____ (m)_____(y) to _____(d)_____ (m)_____(y)	
实习单位（中文） Company (in Chinese)		
实习单位地址（中文） Company Address (in Chinese)		
实习内容描述 Internship Description		
本人签名    Signature		
日期    Date		
导师意见（仅限研究生） Supervisor's Comments(Postgraduate Students Only)		
导师签名    Signature		
日期    Date		

学院意见（学院需确认实习内容符合：1.教学计划；2. 所学专业）School/College's Comments

负责人签名 Signature

单位盖章 Seal

日期 Date

教务处意见（仅限本科生） Teaching Affairs Office's Comments (Undergraduate Students Only)

负责人签名 Signature

单位盖章 Seal

日期 Date

留学生办公室意见 International Students Office's Comments

负责人签名 Signature

单位盖章 Seal

日期 Date