

## **Guide for Application for Residence Permits and Adding Annotations for off-campus Internships to International Students at SUEP**

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 Shanghai University of Electric Power.
- 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 Shanghai University of Electric Power" 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 Shanghai University of Electric Power:

Application Form for Off-campus Internship for International Students of Shanghai  
University of Electric Power

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 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 Shanghai University of Electric Power 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 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 September 2018 onwards.

Shanghai University of Electric Power

Jul., 2021

**Note:** The “Application Form for Off-campus Internship for International Students of

Shanghai University of Electric Power” and the “International Student's Internship Agreement Form” can be downloaded from the International Students' Office website.

## Annex 1

## 上海电力大学国际学生校外实习申请表

## International Student Off campus Internship Application Form

中文姓名 Chinese Name		学号 Student No.	
护照姓名 Passport Name			
护照号码 Passport No.		居留许可号 Residence Permit No.	
国籍 Nationality		手机号码 TEL	
学院名称 College			
学生类别 Student Type		专业 Major	
实习单位名称 Internship Company			
实习单位地址 Internship Address			
实习起止时间 Internship Duration	_____年_____月_____日至_____年_____月_____日 (year/month/day) to (year/month/day)		
实习单位联系人 Contact Person		联系电话 TEL	
导师及院系 意见	1、本实习在教学计划内，有案可查： 是 <input type="checkbox"/> Yes 否 <input type="checkbox"/> No The Internship is part of the curriculum, and is in the syllabus.		
	2、本实习内容是否与所学专业相关： 是 <input type="checkbox"/> Yes 否 <input type="checkbox"/> No The type of internship is related to the program.		
	导师/学科主任意见：  导师/学科主任签名：		
	我院/系已确认上述校外实习内容并 _____（同意/不同意）该同学参加上述校外实习。 负责人（签字） _____ （学院盖章）		
国际教育学院 意见			
	负责人签字（Signature） _____ 学院盖章 Seal of College _____ 年 _____ 月 _____ 日		

## Annex 2

**实习计划书**  
**Internship Plan**

中文姓名 Chinese Name		护照姓名 Passport Name		护照号码 Passport No.	
专业 Major			学生所在专 业学院 College		
实习目的 (Internship Purpose)					
与实习相关的 教学环节 (Courses related with the internship)					
实习计划 (Internship Schedule)					

Annex 3

上海电力大学国际学生教学实习单位指导意见书

**Guidance on International Student Teaching Internship Units**

贵单位在接受国际学生教学实习期间,请勿给予实习者任何劳动报酬(车贴、餐贴除外),并协助提醒、督促实习国际学生,实习之前应办妥居留许可加注,随身携带护照等相关身份证明证件以备查验。

During the internship with international students, please do not provide any labor remuneration (except for car and meal allowances), and assist in reminding and supervising international students. Before the internship, international students should complete a residence permit endorsement and bring passport with other relevant identification documents for verification.

-----

本单位已知晓意见书相关内容。

We have been aware of the relevant content of the opinion letter.

(单位印章) Seal

Date: \_\_\_年\_\_月\_\_日

注: 本意见书请院校国际学生管理部门妥善归档以备查验。

Note: This letter would be properly archived by the international student management department of the university for verification.