



(Please scroll down for English Version)

上海纽约大学外籍学生校外实习说明

根据当前中华人民共和国法律法规, 在中国的外籍学生需要满足以下条件方可参与校外实习。未能满足以下条件的将被视为在华非法就业并将依法受到中国政府及国家移民管理局（原公安部出入境管理局）的罚款及其他处罚。

1. 外籍学生必须为经教育部批准的具有招收全日制或交换项目外籍学生资质的上海高校的在读学生。（上海纽约大学全日制外籍学生均符合条件）
2. 外籍学生必须获得由上海市出入境管理局签发的学习居留许可。（请公司与学生核查）
3. 外籍学生必须获得国家移民管理局对其居留许可的官方加注，加注内容包括：实习地点和时间。（上海纽约大学会协助外籍学生办理实习加注）
4. 该外籍学生不得同时进行一份以上的校外实习。
5. 该校外实习须为**无薪实习（可视情况给予学生交通或餐饮补贴）**，且该实习须与该生就读专业相关。
6. 该实习时长须少于180天，若此实习工作超过180天，该学生须重新办理在华实习加注。

招聘上海纽约大学外籍学生实习，雇主需配合：

- 向学生发出录用通知书，并抄送上海纽约大学职业发展中心 (shanghai.employer@nyu.edu)。
- 向学生提供申请实习加注必要的公司相关信息，包括但不限于：实习公司名称、统一社会信用代码、实习地址、实习岗位、公司联系人、公司联系电话等。
- 签署学生提供的《外国留学生教学实习单位指导意见书》并加盖单位公章（见附件）。
- 外籍学生入职时，请检查其护照及签证页上加注实习加注的在华居留许可。

(学生获得录用通知书后，国家移民管理局通常需要14个工作日为其签发实习加注。)



附件（仅供参考）：

国际学生校外实习情况证明

上海纽约大学：

兹有持护照号码为_____的学生_____

（姓名）来我单位_____（单位名称）开展
校外教学实习活动。

我单位将提醒、督促实习者办妥居留证件加注手续后再开展实习活动，并随身携带护照等相关身份证明证件以备查验。实习期间我单位不会给予任何劳动报酬（车贴、餐贴等适量补贴除外）。

（单位公章或部门印章）

____年__月__日



NYU Shanghai Foreign Students Off-Campus Internship Recruitment Information

Based on the current laws and regulations of the People's Republic of China, **foreign students in China should meet the following requirements BEFORE they can be enrolled in an off-campus internship.** Failure to do this will be considered Illegal Employment and will be subject to fines and other discipline from the Chinese government and the National Immigration Administration (Former Exit-Entry Bureau).

1. The foreign student should be enrolled in a degree or exchange program in one of the schools that have the qualifications to recruit foreign students in Shanghai. (NYU Shanghai full-time enrolled foreign students are eligible)
2. The foreign student should get a study residence permit from the Shanghai Exit-Entry Bureau. (Please check with the student)
3. The student should get an official memo from the National Immigration Administration on their residence permit, which includes the internship place and duration.
4. The student should not have more than one off-campus internship at one time.
5. The off-campus internship should be a **UNPAID position (except for transportation and meal allowances)** and relevant to the student's major.
6. The internship period should be less than 180 days. If the student has an internship for more than 180 days, please re-register.

To hire an NYU Shanghai foreign student as an intern, employers need to:

- Send an offer letter to the student and copy it to NYU Shanghai Center for Career Development (shanghai.employer@nyu.edu).
- Provide the student with necessary company-related information for the internship registration, including but not limited to: Internship Company Registered Chinese Name, USCI Unified Social Credit Code, Internship Address in Chinese, Internship Position, Company Contact Person, Company Contact Number, etc.
- Fill out the Company Opinion Letter with the official company stamp (See attachment).
- When onboarding, check the student's passport and residence permit with the internship registration memo.

(Note: It usually takes 14 business days to issue the memo after applicants get the internship offer.)



Attachment (English translation reference):

Note: This is only the translation for reference. Only a copy of the Chinese version is needed from the employer.

Certificate of Off-Campus Internship Status for International Students

NYU Shanghai:

This is to certify that the student _____[name], holding passport number _____
_____[passport number], will be conducting off-campus teaching and internship activities at our
company _____[company name].

Our institution will remind and supervise the intern to complete the necessary procedures for the residence permit and visa extension before beginning the internship. The intern will also be required to carry their passport and other relevant identification documents for verification. During the internship, our institution will not provide any labor remuneration (except for reasonable allowances such as transportation or meal subsidies).

(Official Seal of the Organization or Department)

Date: