

# OFF-CAMPUS INTERNSHIP REGISTRATION PROCESS

Based on the current Chinese law and regulations, since April 1, 2015, foreign students in China should meet the following requirements BEFORE they can be enrolled in an off-campus internship. The whole process normally takes 14 business days. Failure to do so will be considered as Illegal Employment and will be subject to fines and other disciplinary action from the Chinese government and Exit-Entry Bureau.

## Decide the Internship

- Major-related
- UNPAID position (except for allowance)
- Less than 6 months (re-register if longer)
- Only one off-campus internship at one time

## Get the CDC Opinion Letter

Email NYUSH CDC at [shanghai.careerdevelopment@nyu.edu](mailto:shanghai.careerdevelopment@nyu.edu) with subject "Name - Internship Registration" and provide the following information:

- 1) Your Legal Name (shown on Passport)
- 2) Your Nationality
- 3) Your Passport Number
- 4) Your Internship Start and End Date (Note: You must complete the process before your desired start date)
- 5) Your Internship Company Registered Chinese Name (English name is not acceptable)\*
- 6) Your Internship Address in Chinese (English address is not acceptable)\*

**\* If you are not able to type in Chinese, attaching a digital photo copy in an email is also acceptable.**

## Pick Up the CDC Opinion Letter

This process normally takes 1 business day.

## Get the Official Stamp on Company Opinion Letter

Bring the Company Opinion Letter to your employer to get its official company seal and send the digital version back to CDC.

## Material Pick-Up

Student Mobility will send you an email when all the documents are ready to be picked up (normally 7 business days). Please bring the CDC Opinion Letter and the Company Opinion Letter when you go to their office (Room 110).

## Register Internship at Exit-Entry Bureau

Submit all the documents to the Exit-Entry Bureau in person and get the internship registration memo on your residence permit (normally ready to pick up after 7 business days).

Internship registration fee: 400 RMB in cash

**\* This step can be skipped if you have previously registered.**

## Start Your Internship

## NYU Shanghai: Off campus Internship Registration Information

Based on the current Chinese law and regulations, since April 1, 2015, foreign students in China should meet with the following requirements BEFORE they can be enrolled in an off-campus internship. Failure to do these will be considered as *Illegal Employment* and will be subject to fines and other discipline from Chinese government and Exit-Entry Bureau.

1. The foreign student should be enrolled in a degree or exchange program in one of the schools which have the qualification to recruit foreign students in Shanghai.
2. The foreign student should get study residence permit from Shanghai Exit-Entry Bureau.  
(To get a study residence permit, the student should study at NYU Shanghai more than 6 months and finish the required physical exam, please check here for the residence permit application instructions.)
3. The student should get an official memo from Exit-Entry Bureau on their residence permit.
4. The student should not have more than one off campus internship at one time.
5. The off campus internship should be **UNPAID** positions (Except for transportation and meal allowances) and relevant to the student's majors.
6. The internship period should be less than 6 months. If students have an internship more than 6 months, please re-register every 6 months.

## APPLICATION PROCESS

**Before you finish all these 4 STEPS, you CAN NOT begin your internship!**

### **Step #1: Get the approval from NYU Shanghai Career Development Center**

When you get an off campus internship position, please email NYU Shanghai Career Development Center at [shanghai.careerdevelopment@nyu.edu](mailto:shanghai.careerdevelopment@nyu.edu) with subject "Name - Internship Registration" to request an internship registration opinion letter. CDC will provide feedback and process CDC Opinion Letter within 1 business day after receiving all requested information.

Note: Student Mobility will upload your information to the Exit-Entry Bureau's online system for the online approval according to the information you submitted to CDC. All the information should be accurate. Any mistakes will affect your internship registration later. This process takes around 7 business days.

### **Step #2: Take the Company Opinion Letter to the internship provider to get sealed AND pick up the stamped CDC Opinion Letter from CDC**

Bring the Company Opinion Letter to your employer to get its official company seal and send digital version back to Career Development Center.

Note: This step can be done at the same time as Step 1.

### **Step #3: BE NOTIFIED BY STUDENT MOBILITY (in Office 110) FOR MATERIAL PICK-UP AFTER 7 BUSINESS DAYS**

Student Mobility will send you an email when all the documents are ready to be picked up. Please bring the sealed opinion letter from CDC and the company opinion letter when you come.

Note: If you have previously registered another off-campus internship at NYU Shanghai before, and you still have your registered residence permit in your passport, then you don't need to go through Step#4. Student Mobility will renew your internship information in the Exit-Entry Bureau's system. You can directly begin your internship.

#### **Step #4: Register your internship at Exit-Entry Bureau in person**

You will need to submit all the documents to Exit-Entry Bureau in person and get the internship registration memo on your residence permit. This registration process takes another 7 business days. You can then begin your internship **AFTER** you receive your passport back and within an internship approval residence permit.

#### **Address of Exit-Entry Bureau:**

Exit-Entry Administration Bureau 上海市公安局出入境管理局  
1500 Min Sheng Road, Pudong District 浦东新区民生路 1500 号  
(show taxi driver the address above)  
Office Hours: 9:00 am - 5:00 pm, Monday to Saturday (except national holidays)  
Tel: (021) 2895-1900

The taxi ride should cost 16 RMB more or less from Pudong campus. Exit-Entry Bureau is just several blocks away from our campus.

### **DOCUMENTS FOR INTERNSHIP REGISTRATION**

#### **1. The Opinion Letter**

Provided by Career Development Center. The opinion letter contains Career Development Center Opinion and Company opinion letter. Career Development Center can provide the official seal on Career Development Center opinion letter. Please take the company opinion letter to the internship provider and get the official seal. Hand in it to Student Mobility after.

Note: Digital copy is available upon request.

#### **2. Approval letter from NYU Shanghai Student Mobility**

Provided by Student Mobility. The copy of this letter will be submitted to Exit-Entry Bureau. Student Mobility will keep the original one.

#### **3. Registration Form of Temporary Residence**

Provide by Student Mobility if you live on campus. If you live off campus, you need to register and get this form at local police station with your passport and landlord's ID.

#### **4. Application letter from NYU Shanghai**

Provided by Student Mobility.

#### **5. Your ORIGINAL passport (with the residence permit page on it)**

## INTERNSHIP REGISTRATION FEE

You will need to pay **400 RMB in cash** for the internship registration when you collect your passport.

## IMPORTANT NOTE

- Please remember to bring your PASSPORT with you all the time when you are in internship.
- If anything related with your passport/residence permit get changed, like your passport get renewed, or your residence permit get changed or extended, you would need to come to NYU Shanghai Student Mobility with your renewed passport or residence permit to get registered again. And your internship registration needs to be updated as well.
- If your off-campus internship provider or internship duration get changed, you would need to do the registration process again from the Step #1 to Step #3. You don't need to go to the Exit-Entry Bureau in person and pay the application fee again. We will upload your updated internship information for you.

Any questions on how to get off-campus internships, please contact NYU Shanghai Career Development Center at [shanghai.careerdevelopment@nyu.edu](mailto:shanghai.careerdevelopment@nyu.edu).

Questions about internship registration process, please contact Student Mobility at: [shanghai.student-mobility@nyu.edu](mailto:shanghai.student-mobility@nyu.edu), or visit us at Office 110, between 9:00am-5:00pm, Monday to Friday.

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## 职业发展中心认证

现有学生(护照姓名:\_\_\_\_\_ ;国籍:\_\_\_\_\_  
\_\_\_\_\_, 护照号码: \_\_\_\_\_)于:  
\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日至\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日期  
间,在本市 \_\_\_\_\_(\_\_\_\_\_  
地址)的 \_\_\_\_\_(单位)开展校外教学实习活动  
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上海纽约大学职业发展中心已确认此实习符合该生专业教学计划。

(职业发展中心盖章)

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

## 外国留学生教学实习单位指导意见书

贵单位在接受外国留学生教学实习期间,请勿给予实习者任何劳动报酬(车贴、餐贴除外),并协助提醒、督促实习外国留学生,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。

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本单位已知晓意见书相关内容。

(单位印章)

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

注:本意见书请院校留学生管理部门妥善归档以备查验。

## 外国留学生校外实习证明

市出入境管理局:

兹有 \_\_\_\_\_ (学校名) 外国留学生 (护照姓名: \_\_\_\_\_  
\_\_\_\_\_; 国籍: \_\_\_\_\_;  
护照号码: \_\_\_\_\_; 居留许可号: \_\_\_\_\_;  
学生类别: \_\_\_\_\_; 专业: \_\_\_\_\_) 于: \_\_\_\_\_ 年  
\_\_\_\_\_ 月 \_\_\_\_\_ 日至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 期间, 在  
\_\_\_\_\_ (省、市、自治区) \_\_\_\_\_ (地级市)  
\_\_\_\_\_ (地址) 的  
\_\_\_\_\_ (单位) 开展校外教学实习活动。

特此通报。

上海纽约大学学生事务部

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

注: 本证明请院校留学生管理部门妥善归档以备查验。

Note: All the application documents are designed by the Shanghai Exit-Entry Bureau so they are in Chinese. To help you understand the documents better, we provide the English versions too, but **ONLY the Chinese version is eligible for the internship registration process.**

Appendix:

Approval by NYU Shanghai Career Development Center

Passport name of student: \_\_\_\_\_, Nationality: \_\_\_\_\_, will join in  
\_\_\_\_\_ (organization name)  
at \_\_\_\_\_ (address)  
during \_\_\_\_\_ (internship beginning time)  
\_\_\_\_\_ (internship end time) to participate off-campus teaching  
Practice/Internship.

NYU Shanghai Career Development Center confirmed this off-campus internship is highly relevant with this student's major.

(Seal of Career Development Center here)

Date

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Opinion Letter on Off-campus Teaching Practice/Internship for Foreign Students

During the period of foreign students' off-campus internship, please don't give them any remuneration (except for transportation and meal allowance). What's more, please remind and urge foreign students to apply for residence permit with internship approval memo and bring the passport with them in case of being checked.

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Having known the content of the Opinion Letter.

(Seal of Internship Organization here)

Date:



Note: All the application documents are designed by the Shanghai Exit-Entry Bureau so they are in Chinese. To help you understand the documents better, we provide the English versions too, but **ONLY the Chinese version is eligible for the internship registration process.**

Internship Certificate for Foreign Students' Off-campus Teaching Practice/Internship

Distinguished Shanghai Exit-Entry Bureau:

\_\_\_\_\_(passport name of foreign students),  
(Nationality:\_\_\_\_\_; Passport Number:\_\_\_\_\_;  
Resident Permit Number:\_\_\_\_\_;  
Type of Students:\_\_\_\_\_; Major:\_\_\_\_\_),  
from\_\_\_\_\_ (school name), wil join  
in\_\_\_\_\_ (organization name)  
at\_\_\_\_\_ (address)  
during\_\_\_\_\_ (internship beginning time) to  
\_\_\_\_\_ (internship end time) to participate off-campus teaching  
Practice/Internship.

NYU Shanghai Student Mobility

Date:

Note: Both Opinion Letter and Internship Certificate should be submitted to Student Mobility.