**Notice on Application Requirements & Processes**

**for Internship Tagging Visa**

Dear students,

In accordance with the new Exit-entry Administration bureau’s regulations, International students who wish to do internship must apply at Exit & Entry bureau. The bureau will actively doing random check on international students who work illegally. Students found working illegally will be fined and in severe cases, deported.

**Students must meet the conditions below before applying:**

In principle, you can apply for Internship tagging visa in the Senior Year.

1. International students must hold the residence permit (study visa).

2. Internship content must be related to students major.  
3. Duration of internship must not exceed one semester (6 months).  
4. Remuneration is not allowed.

5. The valid period of internship visa cannot be longer than your current residence permit’s.

6. Students should start the internship application at least 1 month before the end of a semester.

7. International students must ensure the internship will not affect teaching arrangement, includes thesis oral defense, courses study, exams, etc.

**Application Procedures:**

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| Step1 |
| Fill the Internship tagging application form (Annex III) |
| Sign in the “notification of the internship visa” (Annex II) |
| Get a stamp on proposal letter from Internship company (Annex I) |
| Step 2 |
| Submit the following 4 documents to International Student Office(ISO):  the copy of the stamped proposal letter (Annex I)  the signed “notification of the internship visa” (Annex II)  the completed Internship application form (Annex III)  the copy of your latest visa, passport information page, and TR |
| Step 3 (2-4 weeks) |
| Wait for the permission from immigration bureau |
| Step 4 |
| Obtain Permit Application Letter and Internship Admission Letter from ISO |
| Step 5 |
| Apply for residence permit/internship visa at the Exit-entry Administration bureau with the following documents:  Passport  Registration Form of Temporary Residence  Permit Application Letter  Proposal letter  Internship admission letter  Other documents that may be required by the Exit-Entry Administration Bureau. |

**School of International Exchange**

**Shanghai Lixin University of Accounting and Finance**