Annex III/附件三：

**上海立信会计金融学院外国留学生校外实习加注申请单**

**Application Form for Internship Tagging Visa**

**Shanghai Lixin University of Accounting and Finance**

|  |  |  |  |
| --- | --- | --- | --- |
| 英文姓名  Full Name in English |  | 国籍  Nationality |  |
| 护照号  Passport No. |  | 居留许可号  Residence Permit No. |  |
| 专业  Major |  | 学号  Student No. |  |
| 实习所在地(市)  City of Internship |  | 联系电话  Mobile NO. |  |
| 实习公司名称  Name of Internship Company  (中文/ In Chinese) |  | 实习公司地址  Internship Company Address  (中文/ In Chinese) |  |
| 实习内容  Internship Duty | （**单位印章Company Seal**）  \_\_ \_\_年\_ \_月\_ \_日 | | |
| 实习期限  Internship Duration |  | | |
| 实习审批流程  Application Procedures | 班主任意见  Comment from the class instructor | | |
| 教学部门意见（实习内容是否与其教学计划相符）  Comment from Teaching and Academic Office | | |
| 请递交以下申请材料至留学生办公室。  Submit the below application materials to ISO.   * 已签名的校外实习加注告知书/Signed “notification of the internship visa” * 外国留学生教学实习单位指导意见书复印件/Photocopy of stamped proposal letter * 临时住宿登记表和护照复印件/ Photocopy of Registration Form of Temporary Residence and passport | | |
| 分管领导意见  Decision from the School of International Exchange | | |
| 领取材料  Document Collection | 请于通过审批的一周内，至留学生办公室领取以下材料。  Obtain necessary documents from International student office within one week after getting the permission from immigration bureau.   * 在沪国际学生办证申请函Permit Application Letter * 外国留学生校外实习证明Internship admission letter | | |
| 审批完成日期  Finished Date |  | | |