

International Student Off-Campus Internship Q&A

1. Q: Are all enrolled international students allowed to intern?

A: Degree-program students may apply for internships if their study plan includes internship requirements and has approval from their college. If there are no internship requirements in the study plan, they are generally not permitted to intern. Exchange students may apply for internships if required by the exchange agreement and with approval from their college.

2. Q: What documents are needed to apply for an internship?

A: International students should contact the teacher responsible for internships at their college. Under the college's guidance, they need to provide documents such as: a copy of their passport and visa, a registration form for temporary residence, a guidance note for internship employers (《国际学生校外实习指导意见书》) with the employer's official stamp, and an off-campus internship certificate (《国际学生校外实习证明》).

3. Q: What is the application process, and how long does it take?

A: **Step 1:** The student submits an application to the college, which generally takes 2-3 working days for approval.

Step 2: The student then requests the guidance note for internship employers (《国际学生校外实习指导意见书》) with the employer's official stamp, with the timeline depending on the organization.

Step 3: The student submits the internship documents to the International Student Center for review, which generally takes 2-3 working days.

Step 4: Finally, the student submits the documents to the Shanghai Exit-Entry Administration Bureau to complete the internship process, which generally takes 5-7 working days.

Note: After obtaining an internship visa, students may take their visa to intern at the internship organization. Please ensure to plan your internship schedule carefully and prepare all necessary materials in advance.