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| 中国人民大学留学生加注实习签证申请表 **Application Form for Adding Internship Note to Residence Permit** | |
| 姓名 Name |  |
| 性别 Gender |  |
| 国籍 Nationality |  |
| 学号 Student ID Number |  |
| 学院 School |  |
| 专业 Major |  |
| 实习学分Internship Credits |  |
| 实习单位 Employer |  |
| 实习期限 Duration of Internship |  |
| 实习时间安排  Time Schedule of Internship |  |
| 学院审批意见 Permission from the School | 签字Signature： 时间Date： 盖章Seal： |
| 留学生办公室意见 Permission from the ISO | 签字Signature： 时间Date： 盖章Seal： |
| ***加注实习签证需要满足的条件 Requirements for Adding the Internship Visa:*** | |
| 1.      签证需要是半年以上的居留许可 You should hold a valid Residence Permit on your passport. | |
| 2.      实习单位仅限地处北京的公司 The Internship should only be done in Beijing. | |
| 3.      实习期需在学习期限内 The duration of internship should be equal or less than the length of your study. | |
| ***申请材料 Application Materials：*** | |
| 1.      护照 Passport 2.      住宿登记 Residence Registration Form 3.      照片 ID Photo | |
| 4. 接收单位开具的实习证明（可在留办网站上下载模板）Internship Agreement from your Employer (template can be downloaded at iso.ruc.edu.cn) | |
| 5.   校方开具的同意函（可在留办网站上下载模板）和在读证明（可在留办网站上下载模板）Permission Letter on Internship from your school (template can be downloaded at iso.ruc.edu.cn) and Certificate of Enrollment. | |
| 6.   签证申请表（在留办领取） Visa Application Form(pick up from ISO) | |
| 7.   中国人民大学实习加注申请表（学生必须出示实习时间安排及课程安排，学院负责人才能签字盖章, 可在留办网站上下载模板）Application Form for Adding Internship Note to Residence Permit（you are required to submit your study plan and schedule of internship to your academic advisor or supervisor. The form can be downloaded at iso.ruc.edu.cn） | |