

## 外国留学生教学实习单位指导意见书

### Guide to enterprises providing internship to international student

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。

During the internship period, no remuneration shall be paid to the intern except traffic & meal allowance. Please remind and urge the intern to complete and obtain residence permit and internship annotation before the internship is actually carried out. Moreover, personal identity certificate like passport shall be brought along for inspection.

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本单位已知晓意见书相关内容。

The enterprise has been fully informed of the above content.

（单位印章）

(seal of the enterprise)

\_\_\_\_年\_\_月\_\_

year/month/date

注：本意见书请院校留学生管理部门妥善归档以备查验。

Note: the original of this Guide is to be filed with ISO for inspection