

## 外国留学生教学实习单位指导意见书

### Off-Campus Internship Company Notification Letter

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，随身携带护照等相关身份证明证件以备案查阅。

It is suggested that no payment be made to the intern (except for traffic allowance and luncheon allowance) for the duration of the internship. Students have been made aware of this condition. Please help remind and urge the foreign interns to carry their passport and other relevant identity documents at all times for inspection by authorities.

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本单位已知晓意见书相关内容，如有需要请与我单位联系。

Our company is fully aware of the internship regulations. Please feel free to contact us if necessary.

联系人 (Contact Person):

电话 (TEL):

(单位印章 Seal)

年 月 日

Date: