**校外勤工助学同意函**

北京市公安局出入境管理总队：

经审核，我校准许学生在以下单位进行校外勤工助学，具体情况如下：

1. 学生英文姓名（与护照一致）：

2. 中文姓名：

3. 国籍：

4. 学号：

5. 护照号码：

6. 在校学习专业：

7. 勤工助学单位名称：

8. 勤工助学单位地址：

9. 勤工助学期限和工时：

（1）非寒暑假时间：

□无；

□有： 年 月 日 至 年 月 日，每周工时 小时；每月工时 小时（注：每周不应超过8小时，每月不应超过40小时）

（2）寒暑假时间：

□无；

□有： 年 月 日 至 年 月 日，每周工时 小时；每月工时 小时（注：每周不应超过16小时，每月不应超过80小时）

10. 勤工助学内容：

（1）

（2）

（3）

11.付酬方式和金额为 （计时/计天/计月等）。

特此证明。

注：如学生出现因勤工助学影响学业等不宜继续的，学校有权向出入境部门报告，申请取消其校外勤工助学资格。

导师/班主任签字：

院系学生主管签字：

清华大学\_\_\_\_\_\_\_\_\_\_\_\_\_（院系名称） 清华大学国际学生学者中心

（公章） （外国留学生工作办公室）

（公章）

年 月 日 年 月 日

附件：

请院系学生管理部门确认申请人和勤工助学内容符合以下要求（如有需要可与本单位教务部门、外事部门等相关机构进行会商）：

1. 申请人

□1、为已在学校连续学习一年及以上的本科生、硕士生或博士生，且未来在学时间不短于6个月。

□2、遵守中国法律法规和学校校纪校规，品行端正、表现良好，无违法犯罪记录，在过去一年中没有受到过学校警告及以上纪律处分。

□3、无因道德品质低劣、违反社会公序良俗，造成不良影响的行为记录。

1. 勤工助学情况

□1、地点：北京校本部学生校外勤工助学单位应位于北京；深研院学生校外勤工助学单位应位于深圳。

□2、时间：非寒暑假期间每周不应超过8小时，每月不应超过40小时。寒暑假期间每周不应超过16小时，每月不应超过80小时。

□3、每次申请校外勤工助学期限不晚于预计毕业时间，且最长不超过一年。

□4、国际学生进行校外勤工助学不影响其在校培养计划，学业进展和出勤率达到要求。

(Note: The English version is just for reference. Please do not fill in. Only the Chinese version will be accepted.)

**Letter of Consent for Off-Campus Work Study**

To Beijing Municipal Public Security Bureau Exit-Entry Administration Headquarters:

Upon examination and approval, the University authorizes students to perform off-campus work and study in the following organizations as follows:

1. Student's name in English (consistent with passport):

2. Name in Chinese:

3. Nationality:

4. Student ID number:

5. Passport number:

6. Major:

7. Name of the study-work unit:

8. Address of the study-work unit:

9. Duration and working hours of the work study:

(1) Non-winter and summer vacation time:

□No;

□Yes: Monthly working hours per week; monthly working hours per month (Note: Should not exceed 8 hours per week and 40 hours per month)

(2) Winter and summer vacation time:

□No;

□Yes: from January 1, 2012 to January 31, 2012, working hours per week; working hours per month (Note: should not exceed 16 hours per week and 80 hours per month)

10. Study-work content:

(1)

(2)

(3)

11. The method and amount of payment are (hourly/daily/monthly, etc.).

It is hereby certified.

Note: If it is inappropriate for the student to continue with his/her study because of the impact of the study-work on his/her study, etc., the school has the right to report to the immigration department and apply for canceling his/her qualification of off-campus study-work.

Signature of tutor/class teacher:

Signature of faculty student supervisor:

Seal of Department/School Seal of ISSC

Date:

(The English version is just for reference. Please sign and stamp the Chinese version.)

Attachment:

Faculty student administration is requested to confirm that the applicant and the contents of the study-work meet the following requirements (if necessary, they may consult with their academic departments, foreign affairs departments and other related organizations):

I. Applicant

□1. Be an undergraduate, master's degree or doctoral degree student who has been studying at the university continuously for one year or more;

□2. Abide by Chinese laws and regulations and the university's rules and regulations, have no record of violation of laws or crimes, and have not received a warning or more disciplinary actions from the university in the past one year;

□3. No record of behavior that has caused adverse effects due to poor moral character or violation of social order and morals.

II. Study-work situation

□1. Location: The off-campus study-work unit for students from Beijing Campus should be located in Beijing; the off-campus study-work unit for students from Research Institution of Tsinghua University in Shenzhen should be located in Shenzhen.

□2. Time: It should not exceed 8 hours per week and 40 hours per month during non-winter and summer vacations; it should not exceed 16 hours per week and 80 hours per month during winter and summer vacations.

□3. The duration of each application for off-campus study-work shall not exceed the date of graduation, and the maximum duration shall not exceed one year.

□4. The off-campus study-work for international students will not affect their on-campus study, their academic progress nor the requirements of attendance rate.