**北京大学外国留学生勤工助学聘用协议**

（用人单位和拟聘任留学生填写并签名）

**Employment Agreement for “Work to Support Study” for PKU International Students**

(To be signed by the company and the international student)

本单位现因工作需要，拟聘用北京大学外国留学生以勤工助学形式参与相关工作。相关信息如下。

Due to work needs, our company plans to hire international students from Peking University under the “Work to Support Study” arrangement. The relevant information is as follows.

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| 1. 用人单位基本信息   Basic information of the company | |
| 单位全称  Full Name of Company |  |
| 注册地址  Registration Address |  |
| 单位网址  Company Website |  |
| 法人代表  Legal Representative |  |
| 联 系 人  （写明姓名、手机、邮箱）  Contact Person  (Name, Tel, email) |  |
| 单位简介  （可另附页）  Brief Introduction of Company (Additional pages may be attached) |  |
| 1. 勤工助学岗位信息   Information regarding the “work to support study” position | |
| 岗位名称  Position Title |  |
| 岗位职责  Job Responsibilities |  |
| 工作内容  Job Content |  |
| 工作时间  Working Period | 从 [开始日期] 至 [结束日期]，每周 [每周工作小时数] 小时  From [start date] to [end date], [number of working hours per week] hours |
| 工作地点  Working Location |  |
| 除本聘用证明外，用人单位是否还会与留学生签订其他形式的用工协议？  Aside from this employment certificate, will the employer also sign an additional employment agreement with the international student?  □是，请将相应协议一并附后 Yes, please attach the corresponding agreement □否，使用本聘用证明 No, only this employment certificate is used | |
| 1. 拟聘用留学生信息   Information of international student prospective employee | |
| 护照姓名  Passport Name |  |
| 中文姓名  Chinese Name |  |
| 国 籍  Nationality |  |
| 护照号码及有效期  Passport Number and Expiration Date |  |
| 签证类别及有效期  Visa Type and Expiration Date |  |
| 详细住址  Detailed Address |  |
| 在华保险名称及有效期  Name of Insurance in China and Expiration Date |  |
| 北京大学学号  PKU Student ID |  |
| 所在院系及专业  Department and Major |  |
| 1. 勤工助学报酬福利与安全保障   Remuneration, benefits, and safety protection | |
| 报酬标准  Remuneration | [每小时/每月报酬金额]（单位：人民币元）  [Hourly/Monthly Remuneration Amount] (Unit: RMB) |
| 支付方式  Payment Method | [支付方式详情]  [Payment Method] |
| 福利待遇  Benefits | [其他福利详情，如有]  [Other benefits, if any] |
| 安全保障措施  Safety Protection | [是否有相应保险，以及安全培训和措施]  [Relevant insurance, safety training and measures included, if any] |

本聘用协议一式五份，用人单位、留学生本人、所在院系、北京大学国际合作部留学生办公室、出入境部门各保留一份。

本单位承诺以上信息属实，已充分了解并承诺遵守《中华人民共和国外国人入境出境管理条例》《高等学校国际学生勤工助学管理办法》等相关法律法规和北京大学关于外国留学生勤工助学的相关规定。如有违反，本单位将承担相应责任。

勤工助学期间，如有相关情况，本单位将与留学生本人、学校相关部门和院系、出入境管理部门等保持及时沟通，积极妥善解决相关问题，保障留学生身心健康和合法权益。

本单位已与拟聘用留学生就上述内容进行充分沟通，双方均予认同，现签字确认。

This employment agreement is made in five copies, with the company, the international student, their respective academic department, the International Students Division of the Office of International Relations, Peking University, and the Exit-Entry Administration Office each retaining one copy.

Our company promises that the above information is true, and fully understands and promises to comply with relevant laws and regulations such as “Exit and Entry Administration Regulation of the People’s Republic of China”, “Measures for the Administration of Work to Support Study for International Students in Institutions of Higher Education Institutions” and the relevant regulations of Peking University on “Work to Support Study” for international students. If there is any violation, our company will bear corresponding responsibilities.

During the “Work to Support Study” period, if there is any relevant situation, our company will promptly communicate with the international student, relevant school departments and the Exit-Entry Administration Office, etc., solve relevant problems actively and appropriately, and ensure the physical and mental health as well as the legitimate rights of the international student.

We hereby sign and confirm that our company has fully communicated with the international student prospective employee regarding the above content and reached an agreement.

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| 用人单位确认  （单位公章）  Company Confirmation  (Official seal of the company)  经办人签名：  Signature of the handling person:  法人代表/授权代表签名：  Signature of the legal /authorized representative:  日期： Date: | 留学生确认  International Student Confirmation  本人签名：  Signature:  日期：Date: |