

Non-local Internship Awards

Checklist for application documents

Document	Soft copy	Hard copy ^a
1. Online application form	<input type="checkbox"/> (Online record)	-
2. Signed application form	-	<input type="checkbox"/>
3. Flight quotation (return flights between Hong Kong and the interning city) for the internship period	<input type="checkbox"/>	<input type="checkbox"/>
4. Internship offer letter - with signature and company chop - with name of hosting company - with stated period of internship	<input type="checkbox"/>	<input type="checkbox"/>
5. Department support letter - with student name and student ID number - with name of internship program, name of hosting company and period of internship - with the benefits/relevancy of joining <u>the internship</u> /how the internship will benefit the participating student - with signature and department chop	<input type="checkbox"/>	<input type="checkbox"/>
6. Government Grant and Loan Application Result Notification (<i>if applicable</i>) <u>OR</u> Signed declaration from parent (with parent's ID copy) stating the financial difficulties	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

a: Hard copies should be submitted in person to *CAIO, Fan Lee Foon Student Career Centre (R4009, Amenities Building)*.

* The list is not exhaustive. You can provide any documents which are relevant/supportive to your application.