

Non-local Internship Awards

Checklist for pre-departure documents

(must be submitted AT LEAST TWO WEEKS before your departure)

Document	Soft copy^b	Hard copy^c
1. Signed copy of student agreement	<input type="checkbox"/>	<input type="checkbox"/>
2. Online record of personal information (http://www6.cityu.edu.hk/caio/JosephLauAwards/internship_jl/index.asp)	<input type="checkbox"/> (Online record)	<input type="checkbox"/>
3. Copy of passport or home return permit	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of travel insurance policy (Insurance purchased on your own, i.e. not arranged by the internship organizer)	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

b: Soft copies should be emailed to caio.event@cityu.edu.hk. Specify **email subject** as follows:
Student ID: 5XXXXXXX, XX Dept – Joseph Lau Non-local Internship Awards 2013-14 – Pre-departure

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