

Non-local Internship Awards

Checklist for reimbursement documents

(must be submitted WITHIN 2 WEEKS upon completion of your internship)

Document	Soft copy ^d	Hard copy ^e
1. Employer Feedback Form - with company chop and signature	<input type="checkbox"/>	<input type="checkbox"/>
2. Certificate of internship participation/ Reference letter from employer or host organization showing internship period - with company chop and signature	<input type="checkbox"/>	<input type="checkbox"/>
3. Thank you letter to the donor of this Awards (50 – 100 words in English)	<input type="checkbox"/>	<input type="checkbox"/>
4. Student Feedback Form - with student signature	<input type="checkbox"/>	<input type="checkbox"/>
5. Self-Reflection Report (a passage with 500-800 words in length and photos) - with Student Name, Student ID, Department, Year of Study, Internship Period, Hosting Company and Work Location on the cover page - with photos embedded	<input type="checkbox"/> (in word format)	<input type="checkbox"/>
6. The signed claim form	<input type="checkbox"/> (in excel format)	<input type="checkbox"/>
7. Original copy of: <ul style="list-style-type: none"> • boarding pass • airfare receipt • accommodation fee receipt (if applicable) • programme fee receipt (if applicable) • work visa fee receipt (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Attachment

<p>* Applicants should submit all of the above-mentioned receipts (if applicable) irrespective of their approved amount of the Awards</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Bank Account Information Form</p> <ul style="list-style-type: none">- with student signature- with a copy of bankbook/bankcard	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

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

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