

**TUNG WAH COLLEGE**  
**Student Affairs Office**  
**Work-Integrated Learning Programme**  
**Registration for Endorsement for Internship**

All students must fill in this registration form.

Students who have sourced an internship on their own should first fill in **Form/SAO 20/201702 Application for Endorsement for Self-Sourced Internship** to obtain approval from their School Deans and SAO before proceeding to submit this registration form.

All fields are mandatory.

**PART A – STUDENT INFORMATION**

Student name: \_\_\_\_\_ Programme of study: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Major of study: \_\_\_\_\_  
 Cohort: \_\_\_\_\_ Contact number: \_\_\_\_\_

**PART B – INTERNSHIP INFORMATION**

Name of organisation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Industry/sector: \_\_\_\_\_ Website: \_\_\_\_\_  
 Employer/Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department to join: \_\_\_\_\_  
 Intern title: \_\_\_\_\_  
 Internship duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Internship location(s): \_\_\_\_\_

Internship period: from \_\_\_\_\_ to \_\_\_\_\_  
 (dd/mm/yyyy) (dd/mm/yyyy)

Total expected no. of working hours: \_\_\_\_\_ (must be equivalent to no fewer than 40 hours per week)

Salary/allowance: HK\$ \_\_\_\_\_  per month  per day  per hour

Source of Internship: By myself / Through SAO\*

Provision of relevant documents:  Employment contract  Appointment letter  Reference letter

Others, please specify: \_\_\_\_\_

(please attach a copy for internal reference if applicable)

I declare that this internship involves / does not involve\* employer-employee relationship.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_