

## FORM INSTRUCTIONS

**Note: Please follow these instructions to submit the Internship/Volunteerism Placement application form**

- 1. Form filling:** Please type and fill required and relevant fields. Handwritten forms are **NOT** accepted.
- 2. Application Submission:** Print and submit form to Education Office (Building 6, Level 4, Rm 6-4-41)  
School of Business (Please ensure supplementary documents are included.)
- 3. Supplementary Documents :**
  - Resume/ Curriculum Vitae
  - Internship/ Volunteerism Offer Letter
  - Monash Academic Transcript (Unofficial results from Web Enrollment System accepted)
  - Scanned Copy of Passport Information Page (International Students Only)
  - Scanned Copy of Student Pass (International Students Only)
- 4. Letter of confirmation:** If requested by prospective employer for internship application, a letter of confirmation will be prepared by the Education Office. (This letter is not in anyway a reference or recommendation of a student, but merely a confirmation of the student's status at Monash University Malaysia.)

### For Office Use Only

Internship / Volunteerism Approved ( Yes / No )

If No, Reason: \_\_\_\_\_

Internship / Volunteerism Completed ( Yes / No )

If No, Reason: \_\_\_\_\_

Intern Feedback Form Submitted ( Yes / No )

Employer Evaluation Report Submitted ( Yes / No )

Internship Certificate Issued ( Yes / No )

I am applying for:	<input type="checkbox"/> Internship <input type="checkbox"/> Volunteerism	Student Status:	<input type="checkbox"/> Local <input type="checkbox"/> International	Country of Nationality ( <b>International Students</b> ):
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**STUDENT DETAILS**

1. Name (Givenname)	(Surname)	7. Malaysia Mailing Address (Street Name)
2. Monash ID:	3. Stage of Study	(Town or City) (Postcode) (State/Fed. territory)
	Year Semester	
4. NRIC:	(Passport No.)	8. Email (Monash)
5. Course		Email (Personal)
6. Major (s)		9. Contact Number (Mobile) (Home)

**PROPOSED PLACEMENT DETAILS**

**Note: Students are required to identify the employer of choice together with the contact details (Otherwise seek assistance from Education Office)**

10. Name of Company / Organization (s):	13. Correspondence Email:
11. Name of Contact Person:	14. Contact number: (Office) (Fax)
12. Correspondence Address:	15. Length of Internship/ Volunteerism: Months Weeks
(Town or City) (Postcode)	<b>Note: For extension of Internship/Volunteerism period beyond 3 months, please consult the Education Office.</b>
(State) (Country)	16. Duration (Begin Date) (End Date)
	17. Request a Letter of Confirmation: Yes No

**DECLARATION OF ACCURACY**
**I declare that:**

The information provided on this form and the information given to support my application is accurate and complete. I acknowledge that the School of Business reserves the right to vary or reverse any decision on the basis of incorrect or incomplete information.

**Please Tick:    I DO AGREE    I DON'T AGREE**

To co-operate with the School of Business in publicising my involvement in the program undertaken and in sharing information, as appropriate, about the venture and its outcomes.

*(In sharing and publicizing your Internship/Volunteerism experience, the University seeks to only enhance student participation of the Internship/Volunteerism Placement program.)*

**Privacy Statement:**

*The information on this form is collected for the primary purpose of assessing and monitoring the Internship / Volunteerism application. The information on this form may be retained by the University for the duration of your current enrolment.*

*If you choose not to complete all the questions on this form, it may not be possible for the School of Business to process the application for the Internship / Volunteerism.*

*If you wish to inquire about the handling of your personal information, please contact the Education Office at +603 5514 6292.*

Student's Signature :

Date: