

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 (International Students): | |
|--------------------|--|-----------------|--|---|--|

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) | Note: For extension of Internship/Volunteerism period beyond 3 months, please consult the Education Office. |
| (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: