

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Application for Local Internship Supporting Letter for Non-local Students

Applicants should complete both Part A and Part B below and submit the completed form together with all relevant supporting documents* to the Office of the Faculty of Social Sciences three months before the commencement of the internship. Applications without valid justification and supporting documents will not be processed.

Part A: Personal Particulars

Full Name:	Miss/Mr.
University Number:	
Curriculum:	
Year of Study:	
HKU Email Address:	
Contact Number:	

Part B: Student Declaration

- I understand that the internship must be study/curriculum-related and be arranged or endorsed by the institution I am studying in; and the duration of the internship is up to one academic year, or one-third of the normal duration of the relevant full-time academic programme, whichever is the shorter.
- I would like to apply for the Local Internship Supporting Letter for my internship with the following justification (please explain how the internship is study/curriculum-related in the box below):

Student's Signature:..... Date:

Remark:

**Relevant supporting documents include but not limited to the offer letter / signed contract (with company chop) of your internship indicating the internship period and detailed job descriptions.*

OFFICE USE

From: _____ (via _____)
Date: _____
Please complete and return the form to us after endorsement.

Part C1: To be completed by Associate Dean (Undergraduate Education) / Head(s) / Director(s) / Programme Director (BJ) of Department / School / Centre*

I confirm that the internship is / is NOT* study/ curriculum-related.

Recommendation (if any):

Signature: Date:
(_____)

Part C2: To be completed by Associate Dean (Undergraduate Education) / Head(s) / Director(s) / Programme Director (BJ) of Department / School / Centre *

I confirm that the internship is / is NOT* study/ curriculum-related.

Recommendation (if any):

Signature: Date:
(_____)

*(*Delete as appropriate)*