

**Application Form for Sponsorship of Overseas/Mainland Internship 2022-23**

Completed application form together with a copy of submitted 'Internship Course Application Form' and the contract of the internship should be submitted to the Faculty Office by **May 25, 2023 (Thursday)**.

**1. To be completed by Student**

**Personal Particulars**

(\* Please delete as appropriate)

Name of student: \_\_\_\_\_ 姓名(中文): \_\_\_\_\_

Last Name First Name

University no.: \_\_\_\_\_ Year of study: \_\_\_\_\_ CGPA: \_\_\_\_\_

Programme: \* BSc / BSc(AC) / BAsc(Applied AI) Major: \_\_\_\_\_ \* Second major / Minor: \_\_\_\_\_

Contact tel. no: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ Email address: \_\_\_\_\_

**Details of Internship**

(Please attach the contract of the internship)

Company name: \_\_\_\_\_

Location of the internship: \_\_\_\_\_  
(City, Country)

Internship period: (day / month / year) From \_\_\_\_\_ to \_\_\_\_\_ Duration: \_\_\_\_\_ weeks

Internship course enrolled: \_\_\_\_\_ (course code and course name) in the summer semester of 2022-23

Budget of the internship:

Description of expenses <sup>1</sup>	Amount (Local currency and equivalent HKD)	Minus: Subsidy amount from employer/ other party (if any) (Local currency and equivalent HKD)	Net amount to be paid by student (Local currency and equivalent HKD)
Airfare (cheapest economy class) and other travel costs <sup>2</sup>			
Accommodation cost			
<b>Total:</b>			

Remarks:

- No double-benefit rule for subsidy/sponsorship will be allowed. If you will receive or have received subsidy/sponsorship from the employer or any other party on the expenditure item(s) listed, sponsorship by the Faculty will be deducted accordingly.
- Airfare is confined to the cheapest return economy class airfare at the most direct route to the place of internship (including airport taxes, excluding other domestic travelling expenses in HK and the place of the internship). Other travel cost may include the cheapest rail fare or the most economical or reasonable means of public transport to the place of internship, if applicable.

For students who are now or will go on exchange/visiting study overseas, only ADDITIONAL travel cost incurred for participation of the internship will be reimbursed, such as additional flight between their exchange/visiting host institution and the location of the internship, and the surcharge or difference in airfare due to change of original departure date.

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Student's signature: \_\_\_\_\_

**2. To be completed by Course Coordinator**

I confirm the student was approved to enroll in the internship course in 2022-23.

Name of Course Coordinator: \_\_\_\_\_ School/Department: \_\_\_\_\_

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