

Photograph is necessary.

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| **Form3****Student Profile Form/Application Form:****SEA-TVET STUDENT EXCHANGE PROGRAMME****(5th Batch in 2020)** **For Students**: Please **“TYPE**” on this form and include photo and a copy of **latest transcript** /and or TOEFL/IELTS score (if available) to the Coordinating Teacher **– Please do not use your hand writing on this form as some information can not be readable.** **For Coordinating Teachers:** Please submit this completed form to **your partner institution**  |

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| **1. Given Name:**     | **Family Name:**  |
| **2. Name of Institution:**  |   |
| **3. Country:**  |  |
| **4. Current Education Level**  |   |
| **5. Major Area of Study**  |  |
| **6. Current Academic Performance** |   |
| **7. Sex:**  ❑ Male ❑ Female | **8. Nationality:**  |
| **9. Date of Birth** *(Day/Month/Year)***:** | **10. Age:**  |
| **11. Please identify schedule when you can travel for internship exchange** (Please check “x” on your choice)  | ✓Option A) 6 March to 4 April 2020 (30 days) ❑ Option B) 5 June to 3 July 2020 (30 days) ❑ Option C) 7 August to 4 September 2020 (30 days) ❑ Option D) Other schedules. Please identify your schedule: From …<dd/mm>……to …<dd/mm>….  |
| **12. Please identify how long you prefer for your internship period** (Please check “x” on your choice)  | ✓ 30 days ❑ 60 days ❑ 90 days  |
| **13. Please identify type of company/industry you would like to have for internship**  |  |
| **14. Please identify areas of responsibility that you would like to do during internship:**  |  |
| **15. Details of Coordinating Teacher:** Name: (Ms/Mr/Dr) Position: Mobile/WA: Email: Line ID (Optional): |  |
| **16. Student’s Contact Details:** Home Address: Home Telephone Number: Mobile/WA: Email: Line ID (Optional):  |  |
| **12. In Case of Emergency, Notify to:**Name: Address:Relationship: Tel: |
| **13. Proficiency in Language/s: (Please check** *✓* **)**  |

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|  | **Speaking** | **Writing** | **Reading** |
| **Language** | Good | Fair | Poor | Good | Fair | Poor | Good | Fair | Poor |
| English  |  |  |  |  |  |  |  |  |  |
| Others, please specify  |  |  |  |  |  |  |  |  |  |
| Chinese  |  |  |  |  |  |  |  |  |  |
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| **14. Work/Internship Experience:**  |

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| **Company**  | **Country** | **Period** **(month/year to month/year)**  | **Position**  | **Responsibilities**  |
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| **15. Computer Skills:**  |  |  |
| **Programme** | **Good** | **Fair**  | **Poor**  | **None**  |
| MS-Word  |  |  |  |  |
| MS-Excel |  |  |  |  |
| MS-PowerPoint |  |  |  |  |
| MS-Project  |  |  |  |  |
| Website Design |  |  |  |  |
| Graphic Design |  |  |  |  |
| Multimedia Design |  |  |  |  |
| Website Programming |  |  |  |  |
| Database Design |  |  |  |  |
| Others (Please specify):  |  |  |  |  |
|  |  |  |  |  |
| **16. Specific Research Area during Internship or Field of Interest for Research Project you would like to do (optional):**  |  |  |
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| **17**. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief, and that I have read and intended to comply with the objectives and conditions of the internship programme as attached. ………………………………………….. ………………………………Signature Date |  |  |

After completing the Student Profile Form, please submit the completed form to your Coordinating Teacher with the following attachments

* A copy of updated transcript in English language
* A copy of TOEFL/IELTS (if available)

**Remarks for Coordinating Teachers:**

After selecting/screening students for the 5th Batch of SEA-TVET Exchange Programme in 2020, the coordinating teachers can submit the **Student Profile Form** to the partner institutions with the **transcript and recent TOFEL or IELTS Scores (if it is available)**

Thank you very much