

Photograph is necessary.

|  |
| --- |
| **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** |

|  |  |
| --- | --- |
| **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** *✓* **)** | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Speaking** | | | **Writing** | | | **Reading** | | |
| **Language** | Good | Fair | Poor | Good | Fair | Poor | Good | Fair | Poor |
| English |  |  |  |  |  |  |  |  |  |
| Others, please specify |  |  |  |  |  |  |  |  |  |
| Chinese |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **14. Work/Internship Experience:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Country** | **Period**  **(month/year to month/year)** | **Position** | **Responsibilities** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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):** | | |  |  |
|  | | |  |  |
| **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