

INTERNSHIP AGREEMENT FORM

A. STUDENT DETAILS *(Required to fill in with or without an Offer Letter)*

Name		Student ID	
Contact Number		Programme	
Emergency's Contact Name		Current Semester	
Relationship		Emergency's Contact Number	
Correspondence Address			

B. EMPLOYMENT DETAILS *(Required to fill in if you do not obtain an Offer Letter)*

Organisation Name		General E-Mail Address	
Correspondence Address			
Site Supervisor		Contact Number	
Designation		E-Mail Address	
Intern's Designation			
Start Internship		End Internship	
Allowance			

C. JOB DESCRIPTION *(Required to fill in if you do not obtain an Offer Letter)*

1.	
2.	
3.	

In agreement to the above internship placement details:

Intern's Signature

Name:

Date:

FOR OFFICE USE ONLY:

School Internship Coordinator's Signature & Stamp

Name:

Date: