

National Chengchi University Individual Grant Application Form for Students Participating in International Internship Programs

June. 20, 2020, Version

Name		Student ID		Academic level	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
Department and Year		Nationality		Contact number	
Email					
Title of Internship:					
Duration of Internship:	From (mm/dd/yy) to (mm/dd/yy), for days per week, hours per day. Total duration is days, or hours.				
Country of Internship		Location		Institution	
Brief description of internship program: (Specify working hours and job content in fewer than 300 words.)					
Summary of Applicant's experience: (Please provide a brief description of yourself and your work experience in under 300 words.)					

Description of Fees: (Denomination: NT\$)					
Personal expenditures	Item	Amount	Item	Amount	Basis or standard of estimation
	Airfare		Housing		
	Internship fees		Other ()		
Subsidies provided by internship unit or other NCCU/ non-NCCU units	Item	Amount	Unit of subsidy		Subsidy application results
	Airfare				<input type="checkbox"/> Under application <input type="checkbox"/> Subsidy granted
	Housing				<input type="checkbox"/> Under application <input type="checkbox"/> Subsidy granted
	Meals				<input type="checkbox"/> Under application <input type="checkbox"/> Subsidy granted
	Transportation				<input type="checkbox"/> Under application <input type="checkbox"/> Subsidy granted
	Other ()				<input type="checkbox"/> Under application <input type="checkbox"/> Subsidy granted
Paid Internship	Item	Amount	Unit of subsidy		
	Monthly salary				
	Total income from internship				
GPA (most recent semester)		Conduct evaluation average (most recent semester)			
Internship led by instructor	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Attached documentation (The first four documents are required for	<input type="checkbox"/> I. Detailed work plan for individual internship <input type="checkbox"/> II. Proof of acceptance for internship issued by overseas institution <input type="checkbox"/> Certificate for middle-low household income (certification from neighborhood magistrates not accepted, please submit if necessary.)				

application, please arrange documents in the designated order. Total number of documents: __)	<input type="checkbox"/> Other, please provide description:	
Signature of Internship Program Supervisor: (If you do not have a Supervisor, please obtain the signature of your department advisor.)	<p>I, the Applicant, hereby certify that this internship is neither a volunteer service nor an exchange student position, and that all information submitted are true and correct for the verification and processing of subsidies and subsequent statements and reports. In the event of falsification or failure to comply, I will assume full responsibility and waive all rights to all subsidies and grants.</p> <p>When applying for reimbursement the following are needed:</p> <ol style="list-style-type: none"> 1. Boarding pass (round-way) 2. Electronic Airline Ticket 3. Airfare receipt 4. Certificate of internship (need to show the specific dates of internship period and total hours and proved by the company) 5. If the total amount you earned is more than the airfare, you can provide other receipts (VISA, housing, etc.) <p>Applicant's signature:</p> <p>Date of application: (mm/dd/yy)</p>	
Department (Institute) contact person	Department (Institute) Chair	Dean

Remarks:

1. This form must be signed by **the Department (institute) contact person, Department (institute) Chair and Dean**, then submitted to the Career Development Center no later than one (1) month before internship commences.
2. This grant is in principle a non-recurring award, students who have received subsidies from

other University units/non-University entities should not submit applications.

3. This grant may be awarded to each student two times at each level of academic study, college-level, master's level, and doctoral-level.
4. Applicants must participate in internship experience presentations and submit internship reports and receipts for reimbursements no later than two (2) weeks after the conclusion of their internship program. Subsidies will be cancelled for those who fail to submit the abovementioned documents.

<The following information shall be filled in by the Career Development Center>

Date of Review	(mm/dd/yy)	Review results	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Amount of grant awarded	NT\$ only	Approved by the Career Development Center, Office of Student Affairs	