

National Chengchi University (NCCU) International Internships Group Subsidy Application Form for Students

2022.01.21 Version

Application Unit/Institution						
Application Roster (Total : ____ people)						
Name	College/ Department	Student ID Number	Degree Program	Nationality	Phone	Email
			<input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PhD			
			<input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PhD			
			<input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PhD			
Country		City		Institution		
Internship Type	<input type="checkbox"/> Physical Internship: The internship period should last at least 30 consecutive days (including holidays but excluding the first and last travel days, with each working day lasting eight hours) <input type="checkbox"/> Remote Internship: The internship period should last at least 30 consecutive days (including holidays), with a total of at least 60 hours of internship work.					
Internship Period	dd/mm/yyyy to dd/mm/yyyy ____ days/week; ____ hours/day Total: ____ days / ____ hours					
Brief Description of Internship Plan (500 words, including work hours and work content)						

Internship Expenses (NTD)					
Paid by the Unit/Instition	Item	Amount	Item	Amount	Basis for Estimation
	Airfare		Housing		
	Internship Fee		Other ()		
Subsidies Provided by Internship Host or Other Institutions	Item	Amount	Provider		Subsidy Result
	Airfare				<input type="checkbox"/> Under Review <input type="checkbox"/> Approved
	Housing				<input type="checkbox"/> Under Review <input type="checkbox"/> Approved
	Meals				<input type="checkbox"/> Under Review <input type="checkbox"/> Approved
	Transport				<input type="checkbox"/> Under Review <input type="checkbox"/> Approved
	Other ()				<input type="checkbox"/> Under Review <input type="checkbox"/> Approved
Internship Remuneration	Item	Amount	Provider		
	Monthly Salary				
	Total Amount During Internship				
Faculty Chaperone		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Attachments (Items 1 & 2 required / Total _____ documents)		<input type="checkbox"/> 1. Group internship plan <input type="checkbox"/> 2. Proof of internship acceptance by host institution <input type="checkbox"/> 3. Transcript <input type="checkbox"/> 4. Proof of low- and middle-income household <input type="checkbox"/> 5. Other (specify)			

I hereby state that this program is an internship, and does not constitute volunteer service or a student exchange program.

I understand that if I fail to provide complete documentation by the deadline, or if the actual internship content is inconsistent with the submitted plan, my qualification for subsidies will be revoked and will be liable to return any previously disbursed subsidies. I will also cooperate with internship experience sharing session. I accept responsibility for any inaccuracies in the application and understand that my subsidy may be revoked in response to my failure to cooperate.

*** Note:**

The following documents are required for verification:

Physical internship:

1. Round-trip air ticket
2. E-ticket
3. Receipt of ticket purchase
4. Internship certificate (must specify internship position, actual start and end dates, and total number of internship work hours. Please refer to the attached "Internship certificate" example)
5. Those traveling on non-Taiwan airlines must attach the "Application for Passengers Traveling Abroad for Official Purposes on Foreign Airlines"
6. If the amount of the subsidy granted exceeds the airfare cost, other documents can be submitted for verification including receipts for visa fees, accommodation fees, etc.

Remote internship:

1. Internship certificate (must specify internship position, actual start and end dates, and total number of internship work hours. Please refer to the attached "Internship certificate" example)
2. Receipts should be attached, please refer to the guidelines for NCCU domestic travel expense and various expenditure specifications.

Signature of the Internship Instructor:

Application Date : (d) (m) (y)

Institution Representative	Institution Executive	Dean

Note :

1. This form should be signed and stamped with the seal of the Institution Representative, the Institution Executive and Dean, and then submitted to the Career Development Center at least one month prior to the internship start date.
2. Group applicants who receive subsidies (recognized as university matching grants) will be classified as having applied for overseas internship subsidies from off campus units.
3. Applicants must actively cooperate in sharing internship experience and making presentations, and must submit the relevant documents to the Career Development Center within two weeks of the internship end date.

**Below to be completed by the Academic Affairs Office
of the Career Development Center**

Review Date	(d) (m) (y)	Review Result	<input type="checkbox"/> Qualified, accepted <input type="checkbox"/> Unqualified, rejected
Approved Subsidy Amount	NTD	Career Development Center Seal	
Attached Receipts/Documents	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Round Trip Air Ticket 2. <input type="checkbox"/> E-ticket 3. <input type="checkbox"/> Receipt of Air Ticket Purchase 4. <input type="checkbox"/> Internship Certificate 5. <input type="checkbox"/> Application for Passengers Traveling Abroad for Official Purposes on Foreign Airlines 6. <input type="checkbox"/> Visa Fee 7. <input type="checkbox"/> Accommodation Fee 8. <input type="checkbox"/> Other Receipts _____ 	Supplementary Documents	