

## LKY SCHOOL INTERNSHIP PROGRAMME 2016/2017 - APPLICATION FORM A Career Service Unit Initiative

### Instruction to apply:

1. Complete and sign this form
2. Provide a confirmation letter with the details of the internship, issued by the organization on their official letterhead, which explicitly states:
  - a. the name of the intern
  - b. the duration of the internship
  - c. a declaration that the internship is unpaid
  - d. that it is a full-time position (at least 30 hours a week)\* and
  - e. that the organization is a non-profit or public service organization
3. Provide a personal statement which clearly articulates how the internship will fit into your academic or career goals as well as how it will advance the LKY School mission
4. Provide an updated resume / CV
5. Upload the application form and all supporting documents to **IVLE - Modules : OTH554 - Document Submission for LIP FUNDING 2016**, by the deadlines stated herein. For more enquiry, please email us at [lkysppcareerservices@nus.edu.sg](mailto:lkysppcareerservices@nus.edu.sg)

*Note: Point 2d applies for full-time internship done during the winter or summer vacation. For part-time internship done during the semester, international students can only work up to 16 hours a week as per ICA regulations.*

### PART A: STUDENT'S PARTICULARS

		Programme
Student's Name :		Please tick the relevant box: [ ] MPP [ ] MPA [ ] Double Degree
Matriculation No :		
NUS Email Address :		
Contact No. :		
Country of Origin :		

### PART B: DEADLINES FOR APPLICATION SUBMISSION

Please indicate the vacation period that you would be doing your internship and would like to request for funding support from the LKY School of Public Policy.

No	Vacation Period	Application Deadline	Please tick (✓) the relevant box
1	Summer Internship (9 May 2016 to 29 July 2016)	25 November 2016	<input type="checkbox"/>
2	Part-time internship during Semester 1 (1 Aug to 3 Dec 2016)	03 December 2016	<input type="checkbox"/>
3	Winter Internship (4 Dec 2016 to 8 Jan 2017)	03 December 2016	<input type="checkbox"/>
4	Part-time Internship during Semester 2 (9 Jan to 6 May 2017)	20 January 2017	<input type="checkbox"/>
5	Summer Internship (7 May 2017 to 6 August 2017)	8 April 2017	<input type="checkbox"/>

*Note: Students who did not managed to submit their applications for funding for internship done in Summer (9 May to 29 July 2016) because they missed the April deadline 2016 can submit their application with the required documents by 25 November.*

### PART C: INTERNSHIP INFORMATION

Name of organisation :		Type of Organisation - Please tick where applicable: <input type="checkbox"/> Government / Public Service Organisation <input type="checkbox"/> International NGO <input type="checkbox"/> Local NGO <input type="checkbox"/> Multilateral <input type="checkbox"/> Not-for-profit Organisation <input type="checkbox"/> Others, please specify: _____ <i>Note: Paid internship and internship in private organisations are not eligible for funding support from the LKY School Internship Programme.</i>
Location of organisation or branch (city, state, country) :		
Name and designation of supervisor :		
Email address :		
Contact no. :		
Description of your internship role :		
Number of hours a week :		
Duration of Internship :	From (DD/MM/YYYY) To (DD/MM/YYYY)	
Suggested amount to be awarded in SGD (\$300 - \$1500) :		
I will submit an account of my internship experience as :	Please tick all that apply: <input type="checkbox"/> a video <input type="checkbox"/> a written article with photographs <input type="checkbox"/> a blog with photos and at least 5 substantive entries <input type="checkbox"/> others, please specify and elaborate: _____	

**PART D: ACKNOWLEDGEMENT OF REQUIREMENTS (PLEASE READ AND ACKNOWLEDGE)**

1.	I understand that if my application for funding is successful, I am required to provide a detailed account of my internship experience through a medium of my choice. I will submit this account within 4 weeks upon completing my internship. Failure to do so will result in the withdrawal of funding support and possible disciplinary action.
2.	I understand that if my application is successful, my host organisation is required to provide feedback on my performance to the school by completing the Internship Feedback Form.
3.	I understand that I am apply for the funding to undertake an unpaid or volunteer internship and shall not accept any monetary form of compensation from my host organisation.
4.	Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform the School of any changes to my situation without two calendar days. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

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Signature of Student

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Date of Submission