

<b>Universiti Tunku Abdul Rahman</b>			
Guideline Title : Guidelines For Overseas Industrial Training			
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## **OUTBOUND INTERNSHIP GUIDELINE**

Students intending to go abroad for internship must approach the Division of Community and International Networking (DCInterNet) if the organization / institution is UTAR partner company, NGOs and institutions (university/research institution/government agency). For non-UTAR partner companies/NGOs, the students will need to contact them directly. The list of UTAR partner companies/NGOs/institutions (university/research institute) can be found under 'Collaboration Partners' section in the DCInterNet website (<http://www.utar.edu.my/dcinternet>).

Students must abide by the following guidelines for overseas industrial training:

1. Students who wish to undergo the overseas internship should approach the Deputy Dean in charge of Industrial Training from the respective Faculty / Institute first in order to obtain the Letter of Recommendation.
2. Thereafter, students can proceed to contact the relevant UTAR non-partner overseas companies/NGOs for posting; for overseas institution (university/research institution/government agency) or in the case of UTAR partner overseas company/NGO posting, students to submit the Letter of Recommendation and their resumes to DCInterNet, which will in turn liaise with the entities concerned and receive the offer letter from the entities to be forwarded to Faculty / Institute.
3. In the case of UTAR non-partner overseas company/NGO, it is compulsory for students to email the offer letter to DCInterNet at [dcinternet@utar.edu.my](mailto:dcinternet@utar.edu.my). Thereafter, DCInterNet will forward it to the respective Faculty / Institute.
4. The Faculty / Institute's Industrial Training Committee is required to go through the industrial training offer letter thoroughly for recommendation / approval. For urgent cases, approval via circulation is recommended.
5. The Faculty / Institute shall then inform DCInterNet and the student applicant of the Faculty / Institute's decision.
6. After approval is obtained, DCInterNet will advise student to submit the following documents:
  - a. Outbound Student Mobility Programme Application Form
  - b. Photocopy of Passport (photo and issuance date page)
  - c. Evidence of Visa Approval
  - d. Relevant Travel Insurance Policy (medical, hospitalization, death and accident), legal documents (if any) and indemnity letters.
  - e. For visa application, student can seek advice from Department of International Student Services (DISS).
7. The purchase of overseas travel insurance (medical, hospitalization, death and accident), in addition to the coverage of the UTAR Group Personal Accident insurance policy (for Malaysian students) and EMGS Medical and Health Insurance (for International students) before leaving Malaysia is **COMPULSORY** for all applicants.
8. Students are required to fulfil the immigration requirements of the designated country of industrial training placement. Students are advised to get their own reference for the application of training pass or permit and to keep the permit valid throughout the course of industrial training placement.

9. Students are to undertake to return home upon expiry of the permit.
10. Any assistance or clarification with regards to issues pertaining to immigration matters on the application for overseas industrial training can be forwarded to DISS.
11. All costs and expenses including but not limited to visa fees, medical check-up fees, travelling expenses, personal maintenance and stay expenses, repatriation expenses and any miscellaneous expenses as stipulated by the relevant authorities, the University or the overseas employer are to be borne by the students / students' parents / guardians.
12. In exceptional cases subject to conditions, the Faculty / Institute may consider acting as referees such as in the application of Training Work Permit (For semi-skilled foreign trainees or students undergoing practical training in Singapore for up to 6 months) to Singapore.
13. Visits by UTAR supervisor to overseas company/NGO/university/research institution/government agency may not be required and will be replaced by Skype or video conferencing as the alternative.

## **FLOW CHART OF OUTBOUND INTERNSHIP GUIDELINE**

Student to contact the non-partner overseas company/NGO  
or  
DCInterNet to contact overseas universities and partner overseas



The overseas company/NGO/university to email offer letter to DCInterNet



DCInterNet to forward the offer letter to the respective Faculty / Institute



The Faculty / Institute of Industrial Training Committee is required to go through the industrial training offer letter from the overseas company / NGO/university thoroughly for approval



Once the application is approved, student shall submit the following documents before going for industrial training overseas:

- I. Outbound Student Mobility Programme Application Form with Dean's signature
- II. One photocopy of Passport (photo and issuance date page)
- III. Letter of Recommendation from Head of Department
- IV. Evidence of visa approval (if relevant)
- V. Policy of appropriate travel insurance
- VI. Offer Letter from overseas company / NGO/ university
- VII. Legal documents (if any)
- VIII. Indemnity letters



Student is required to fulfil the immigration requirements of the designated country of the industrial training placement