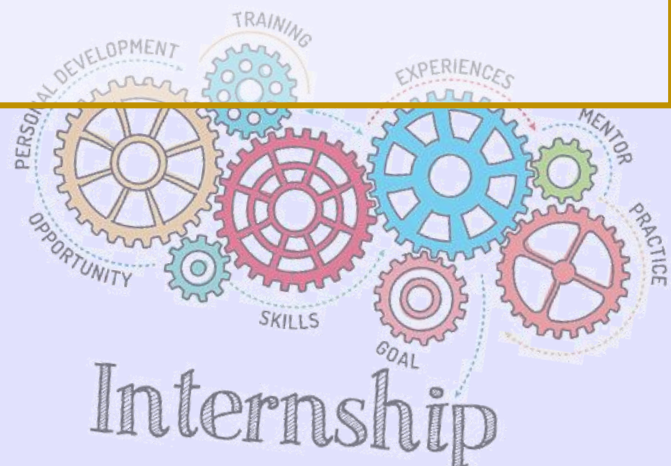




The Procedure of Applying the Internship in IM Department Taiwan-Paraguay Polytechnic University



The Application should be submitted in advance

For 7th semester

Students search the internship institution on their own or the company contacts to the Dep actively.(the information will be uploaded to the website)

- Required Documents:
1. Taiwan Tech Off-campus Work as Interns Application form
 2. A letter of consent from the internship institution
 3. Official transcript in 5th semester

Dep. contacts with the internship institution

The institution offers "The Based Information form of Internship Institution" for reviewing(once it has not cooperated with the Dep. before)

The conference reviews application

Failed

The internship application canceled

Passed

Students who pass the evaluation will be informed to apply for work permit

The conference of International Affairs reviews the application of work permit

Contract negotiating (2 parties reached an agreement)

Failed

The internship application canceled

Signed contract



During the internship

The contract is signed



The work permit is approved



Officially starts internship



Advisor visits intern during the middle of internship



Internship completed

- Required documents to the office
1. Internship Certificate
 2. Internship Report
 3. Satisfaction Survey of Internship

Optional

Apply for NTUST Internship credit waiver

90 hours=one credit
National Taiwan University of Science and Technology (NTUST)
Credit Transfer Application form



The certificate can be admitted when backed to Paraguay





Required documents list:

◆ Apply for internship:

1. Taiwan Tech Off-campus Work as Interns Application form
2. A letter of consent from the internship institution
3. The Based Information form of Internship Institution
4. Official transcript in 5th semester
5. Consent Form for Work Permit Application for Taiwan Tech International

◆ The required documents finishing

1. National Taiwan University of Science and Technology (NTUST) Credit Transfer Application form (Apply for credit waiver)
2. Internship Certificate
3. Internship Report
4. Satisfaction Survey of Internship



The Application should be submitted in advance

For 8th semester

Students search the internship institution on their own or the company contacts to the Dep actively.
(the information will be uploaded to the website)

- Required Documents:
1. Taiwan Tech Off-campus Work as Interns Application
 2. A letter of consent from the internship institution
 3. Official transcript in 5th and 6th semester

Dep. contacts with the internship institution

The institution offers "The Based Information form of Internship Institution" " for reviewing(once it has not cooperated with the Dep. before)

The conference reviews application

Failed

The internship application canceled

Passed

Contract negotiating

Failed

The internship application canceled

Passed

Sign contract with OIA



Required documents list:

◆ Apply for internship:

1. Taiwan Tech Off-campus Work as Interns Application form
2. A letter of consent from the internship institution
3. The Based Information form of Internship Institution
4. Official transcript in 5th and 6th semester

