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**APPLICATION FORM FOR INTERNSHIP IN CHINA**

**NOTE: any item with \* signal is compulsory to fill in.**

\*Application Date: \_\_\_\_\_(Day/Month/Year)

\*Name in English: First name \_\_\_\_\_ Middle name \_\_\_\_\_ Last name \_\_\_\_\_

Name in Chinese or Pinyin (If have) \_\_\_\_\_

\*Please attach your **formal** photo down the below, or enclose it via email independently  
(NOTE: The photo should be **formal** or **professional looking** since it would be presented to the interested hiring company.)

(Photo Area)

\*Citizenship \_\_\_\_\_

\*Gender \_\_\_\_\_

\*Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Marital status: \_\_\_\_\_

\*Height: \_\_\_\_\_(cm)

Weight \_\_\_\_\_(Kg)

\*Mother Tongue \_\_\_\_\_

Place of Birth: City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

\*Passport number \_\_\_\_\_

Passport Expiry (DDMMYY) \_\_\_\_\_

**CURRENT ADDRESS & CONTACT**

Street & Number \_\_\_\_\_ City \_\_\_\_\_

State or province \_\_\_\_\_ Country \_\_\_\_\_

ZIP code \_\_\_\_\_

\*Home telephone number \_\_\_\_\_ \*Mobile number \_\_\_\_\_

\*E-mail address \_\_\_\_\_

**PERMANENT ADDRESS & CONTACT**

(NOTE: this section can be skipped if your PERMANENT address and contact is the same as above)

Street & Number \_\_\_\_\_ City \_\_\_\_\_

State or province \_\_\_\_\_ Country \_\_\_\_\_

ZIP code \_\_\_\_\_

\*Home telephone number \_\_\_\_\_

\*Mobile number \_\_\_\_\_

\*E-mail address \_\_\_\_\_

## **EMERGENCY CONTACT**

\*Name \_\_\_\_\_

\*Relationship \_\_\_\_\_

\*Contact telephone number \_\_\_\_\_

\*Email: \_\_\_\_\_

## **EDUCATION BACKGROUND**

\*University \_\_\_\_\_

\*Major \_\_\_\_\_

\*Are you a graduate? \_\_\_\_\_ (YES / NO)

If YES, when did you graduate? \_\_\_\_\_ (Month / Year)

If NO, are you an undergraduate or postgraduate? \_\_\_\_\_

Which year are you in? \_\_\_\_\_ (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup>)

## **LANGUAGE PROFICIENCY**

\*What level do you think your English is at? (Please choose) \_\_\_\_\_

A. Native            B. Excellent            C. Upper Intermediate

D. Lower Intermediate            E. Beginner

Do you have any Language proficiency certificate you have? please specify:

\_\_\_\_\_

\*What level do you think your Chinese is at? (Please choose) \_\_\_\_\_

A. Advanced            B. Upper Intermediate            C. Lower Intermediate

D. Beginner            E. Zero

\*Please specify in details how well you can speak, read and write Chinese:

\_\_\_\_\_

Other foreign language proficiency

Name \_\_\_\_\_

Level (please choose) \_\_\_\_\_

A. Excellent    B. Upper Intermediate    C. Lower Intermediate    D. Beginner

**PROFESSIONAL EXPERIENCE**

\*Did you have any internship or work experience before\*? \_\_\_\_\_(YES/NO)

If yes, please specify in details on your RESUME or as follows:

\_\_\_\_\_

**\*PERSONALITY** \_\_\_\_\_

(e.g. outgoing, shy, adaptable, flexible, independent, etc)

Any hobbies, please specify \_\_\_\_\_

**ABOUT YOUR RELIGION**

What is your religion? \_\_\_\_\_

Must you attend the activities of religion regularly? \_\_\_\_\_(YES/NO/NOT Necessary)

If yes, please illustrate the details such as the name, attending time and the style of the activities. \_\_\_\_\_

**ABOUT OUR PROGRAM**

\*How did you learn of UOutlook's Internship in China program? \_\_\_\_\_

Do you have the permission to this program by your parents? \_\_\_\_\_(YES/NO/Didn't ask)

\*Please give your reasons or motivation for participation in this program \_\_\_\_\_

*(We recommend you write this answer in your **Cover Letter** which can be attached separately)*

\*Do you have any preference for your internship field or industry? \_\_\_\_\_(YES/ NO)

If Have, please specify it or make a list of them in the preference order

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\*Your Internship Objective? (i.e. what kind of Internship are you looking for?)

*(We recommend you write this answer in your Cover Letter which can be attached separately.)*

*(Please note that the more specific information you give us, the more appropriate internship placement we can arrange for you. Don't feel afraid of writing a lot; instead, writing too little can cause misunderstandings.)*

\_\_\_\_\_

\*How long would you like your internship to be? \_\_\_\_\_ (e.g.3 months)

\*Please specify your preferred starting time Month \_\_\_\_\_ Year \_\_\_\_\_

Any special requirement on internship location?

If yes, please specify. \_\_\_\_\_

### **ACCOMODATION**

\*Would you like us to provide you with the assistance in searching and arranging your apartment? The location will surely be reasonably close to the internship place.

\_\_\_\_\_ (YES/NO)

If YES, please specify the kind you would like to have \_\_\_\_\_

**A.** RMB 2000-3000 Yuan per month

Furnished single bedroom at a shared apartment with air conditioner, Internet access, washing machine, basic furniture (e.g. bed, table, chair, clothes wardrobe) and shared bathroom

**B.** RMB 3000- 4000 Yuan per month

Furnished single bedroom with an independent bathroom at a shared apartment (or a one-bedroom independent apartment) with air-conditioner, Internet access, basic furniture (e.g. bed, table, chair, clothes wardrobe).

**C.** Over RMB 4000 Yuan per month

Luxuriously Furnished single bedroom with an independent bathroom at a shared apartment (or a one-bedroom independent apartment) with air-conditioner, Internet access, basic furniture (e.g. bed, table, chair, clothes wardrobe).

**D.** Homestay Program

This program is mainly eligible to the participants who do a 3-month or shorter internship. UOutlook will arrange a local family or young professional to provide a free-of-charge accommodation for the participant. It will usually be a single bedroom with air-con. The Homestay program fee is not included in the internship program fee. For a month Homestay, the program fee is 2200 RMB Yuan (i.e. \$328 USD); for a two-month Homestay, the fee is RMB 4000 Yuan (i.e. \$597 USD); for a three-month

one, it is RMB 5400 Yuan (i.e. \$806 USD); for a 4-month one, it is RMB 6400 Yuan (i.e. \$955 USD); for a 5-month one, it is RMB 8000 Yuan (i.e. \$1194 USD); for a 6-month one, it is RMB 9600 Yuan (i.e. \$1433 USD). The Homestay fee should be paid when the host has been arranged successfully.

### **8-hour Chinese Mandarin Lesson**

When are you planning to have 8-hour one-on-one Chinese Mandarin Lesson?

Please choose \_\_\_\_\_

**A.** a week before the internship    **B.** at nights during the internship    **C.** on the weekends  
(note: the 8-hour lesson fee is included in the program fee.)

### **INSURANCE**

\*Have you bought a travel accidental and medical insurance in your country, which can cover your stay in China \_\_\_\_\_(YES/NO)

*(Please NOTE: If YES, You need to send us **a hard or an electronic copy of your insurance policy** for our filing before or after your arrival in China; If NO, you will have to buy it before your arrival in China.)*

### **MISCELLANEOUS**

If you have any other special requirements on your Internship in China, please specify them as follows:

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### **DISCLAIMER**

I agree that all the information I have given in this form is true and correct, and I am also fully aware that any false, misleading, or incomplete information provided may result in the refusal of my application for the internship In China program and UOutlook will not be held responsible for any consequences caused by the information provided by me.

**Signature:** \_\_\_\_\_

**Date (DDMMYY):** \_\_\_\_\_

### **NOTE:**

After filling out the form, please email it directly to [info@uoutlook.com](mailto:info@uoutlook.com), or [uoutlook@yahoo.cn](mailto:uoutlook@yahoo.cn), and UOutlook consultant team will respond to you within 5 working days;

**Thank you for your time!**