**AY1920 Vacation Internship Programme (VIP)**

Internship Support Letter Request Form

Please email the completed form to: [hire@nus.edu.sg](mailto:employerservices@nus.edu.sg)  
***\*All fields are compulsory.***

**PART 1: ORGANISATION INFORMATION**

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| **ORGANISATION INFORMATION** | |
| **Organisation Name**  Click or tap here to enter text. | |
| **Mailing Address**  Click or tap here to enter text. | |
| **Company URL**  Click or tap here to enter text. | |
| **Industry**  Please select | |
| **CONTACT PERSON OF ORGANISATION** | |
| **Name of Contact Person**  Click or tap here to enter text. | **Designation / Department**  Click or tap here to enter text. |
| **Email Address**  Click or tap here to enter text. | **Contact No.** |

**PART 2: INTERNSHIP INFORMATION**

For AY1920, the official vacation period is as follows:

* Winter Vacation Period: 8 Dec 2019 to 12 Jan 2020
* Summer Vacation Period: 10 May 2020 to 2 Aug 2020

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| **INTERNSHIP DETAILS** |
| **Job Reference No in NUS TalentConnect (if applicable)** |
| **Job Title**  Click or tap here to enter text. |
| **Allowance (CPF exempted): S$****per month** |
| **Job Description**  Click or tap here to enter text. |

**PART 3: INTERN(S) INFORMATION**

Note: NUS would only recognise the above official vacation periods as the Vacation Internship Programme. Any extension beyond the official period would be at the students’ own personal arrangement with the organisation, and is subjected to approval by the respective faculties of the students.

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| **FULL NAME** | **MATRICULATION NO** | **CONTACT NO** | **NUS EMAIL ADDRESS** | **NATIONALITY** | **FACULTY/SCHOOL** | **COURSE/ MAJOR OF STUDY** | **CURRENT YEAR OF STUDY** | **INTERNSHIP START DATE** | **INTERNSHIP END DATE** |
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