

INTERNSHIP PROGRAM – APPLICATION FOR EXEMPTION
(Strictly Applicable to Internship Duration from ONLY 6 – 8 weeks)

Criteria for Exemption

- Student must have at least six months of relevant continuous full-time employment in an establishment.
- Student must show documentary evidence of his working experience (e.g. testimonials, letter of employment, income tax returns etc.)
- Student must be more than 21 years of age.
- Student must pass the previous Internship Program.

Procedure

- Student must complete the Exemption Form with supporting evidence to his School Senior Liaison Officer **not later than 2 months before the commencement of the internship, for endorsement.**
- Once the form is endorsed by the Senior Liaison Officer, the form has to be submitted to the Department of Industry Services.
- Completion of the form does not constitute an approval of exemption. Student will be notified of the decision by his school.

You will need around 15 minutes to complete this form.

All information collected in this form will be kept strictly confidential and used for the sole purpose of evaluating internship activities by Singapore Polytechnic.

1. STUDENT INFORMATION

Name of Student	
Admission No.	
Course / Year / Class	
Date of Birth	
Income Tax No.	

2. PREVIOUS EMPLOYMENT RECORD

Please list the record of your previous employment. Please state if the employment was full-time/part-time and the justification for exemption.

S/No.	Name of Employer	Employment Period	Job Description

I declare that the information furnished above is true and accurate, and that I have not failed in a previous Internship Program conducted by the Singapore Polytechnic.

Signature

Date

3. ENDORSEMENT BY THE SCHOOL SENIOR LIAISON OFFICER (SLO)

I * endorse / do not endorse this request for exemption. (* Delete where it is not applicable)

Name of SLO

Signature

Date