

**LETTER OF UNDERTAKING
 LOCAL INTERNSHIP PROGRAM (OVERSEAS TRIP)**

- This form is applicable to SP student who is assigned to travel overseas on business trip during their local internship program (“Program”).
- This form must be duly signed and submitted to the Singapore Polytechnic (“SP”), Department of Industry Services, at least 3 working days before the departure date of the business trip.
- Student who is under 21 years old must obtain consent from his/her Parents/Guardian.
- Student is only allowed to travel overseas with proper endorsement from the School Director in this Letter of Undertaking.
- Liaison Officer has to ensure that:
 - Student is supervised by a company personnel in the foreign country and understands the requirements stated in this form.
 - Company arranges for the student’s relevant visas, travel insurance coverage and air tickets, lodging, transport, and other essentials where necessary. The **travel insurance coverage** should provide a coverage of **at least S\$100,000 for personal accident per insured student per trip** from a reliable insurer.
 - Student registers with the Ministry of Foreign Affairs (MFA) to submit his/her overseas trip details via <https://eregister.mfa.gov.sg/>. The registration assists MFA and their Overseas Missions to contact the student in order to render the necessary consular assistance during an emergency or crisis (e.g. natural disasters, civil unrest etc.)

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 AND OVERSEAS INFORMATION

| | |
|----------------------------|---|
| Name of Student | |
| Passport No. | |
| Admission No. | |
| Course / Year / Class | |
| Date of Birth | |
| Email Address | |
| Contact No. | (Singapore Mobile) (Overseas Mobile) |
| Name of Internship Company | |

I have read and shall adhere to the following requirements:

1. I possess an International Passport which is valid for at least six months.
2. If I am a Singaporean male, I have to obtain an Exit Permit from MINDEF permitting me to be attached overseas for 3 months and longer during the internship period.
3. Where applicable, I have obtained a valid entry visa and / or work permit for my attachment in the overseas establishment ("Overseas Establishment").
4. I understand that anyone found to have consumed illegal substances, even outside Singapore, will face the penalty of imprisonment of up to 10 years, fine not exceeding \$20,000, or both.
5. I understand that students are covered under:
 - i) the Students' Group Personal Accident Policy which pays a capital sum of S\$50,000 upon death or permanent disability and accident medical expenses up to S\$5,000 per accident; and
 - ii) a S\$500,000 Public Liability Insurance Policy which *inter alia* covers: a) loss or damage to property belonging to the Overseas Establishment or other third parties; b) injury or illness of persons other than myself; and c) injury or illness to myself or loss or damage to my property collectively defined as ("Policies").
6. The Overseas Establishment has arranged the air tickets, travel insurance policy, lodging and other essentials where necessary.
7. I have registered with the Ministry of Foreign Affairs (MFA) to submit my overseas trip details via <https://eregister.mfa.gov.sg/>. The registration assists MFA and their Overseas Missions to contact me in order to render the necessary consular assistance during an emergency or crisis (e.g. natural disasters, civil unrest etc.).
8. I understand that I am required to be financially and socially independent.
9. I undertake not to hold SP responsible or liable for any claim or loss whatsoever by reason of any implied warranty, conditions or terms or any duty under common law, for any loss or damage howsoever arising under or through my participation in this Program or in consequence of anything done or omitted therewith or preparatory thereto save as where such damage or loss is caused or occasioned by the act of gross negligence or wilful default of SP.
10. I acknowledge and agree that where any loss, injury or damage is suffered (whether by myself or any other third party) as a result of, or in the course of my attachment with the Overseas Establishment, SP will to the extent covered by the Policies, attempt to recover such loss, injury or damage suffered under the Policies.
11. I further acknowledge and agree that any claim I may have against SP as a result of my attachment shall be limited to the amount of proceeds recoverable under the Policies.
12. This Letter of Undertaking shall be governed by and construed in all respects in accordance with the laws of Singapore and the parties to this Letter of Undertaking hereby submit to the non-exclusive jurisdiction of the Singapore Courts.

Signature of Student

Date

2. OVERSEAS TRIP INFORMATION

| | |
|---|--|
| Destination Country | |
| Province/State | |
| City | |
| Hotel/Accommodation Address | |
| List other Cities, Province/State travelling on same Trip | |

DEPARTURE INFORMATION

| | |
|---|--|
| Flight/Ferry/Coach No. | |
| Mode of Transport | |
| Departure (Singapore) Date and Time (DD/MM/YYYY, HH:MM) | |
| Arrival (Destination) Date and Time (DD/MM/YYYY, HH:MM) | |

ARRIVAL INFORMATION

| | |
|---|--|
| Flight/Ferry/Coach No. | |
| Mode of Transport | |
| Departure (Destination) Date and Time (DD/MM/YYYY, HH:MM) | |
| Arrival (Singapore) Date and Time (DD/MM/YYYY, HH:MM) | |

3. TRAVEL INSURANCE

| | |
|---------------------------|--|
| Name of Insurance Company | |
| Telephone | |
| Policy Number | |

4. EMERGENCY CONTACT

| | | | |
|----------|--|--------------|--|
| Name | | Relationship | |
| Home No. | | Mobile No. | |

5. Parent/Guardian's Consent (Applicable to Student under 21 years old)

I, _____, the * father / mother / guardian give consent for my
 * son / daughter/ ward to be involved in the Overseas Trip as part of the Internship Program.

 Signature of * Parent / Guardian & Date

 Contact No.

6. ENDORSEMENT BY THE SCHOOL DIRECTOR

I * endorse / do not endorse this Overseas Trip as part of the Internship Program.

 Name of School Director

 Signature

 Date