Please complete the form with **employer signature and company chop** and attach 1) **Business Registration (BR)** and 2) **Contact person's business card with company details.**

## Work-Integrated Education (WIE) - Confirmation of Internship Offer

We confirm to offer the internship to the following student and understand that the WIE programme is part of the student's curriculum and a required component for his/her graduation eligibility. The mentioned student will work as a student intern with no employment relationship with our company/organisation.

| | | | |
|---|---|---|---|
| Student Name: | | Student ID: | |
| Programme: | ☐ BBA (Hons) in Accountancy<br>☐ BBA (Hons) in Accounting and Finance<br>☐ BBA (Hons) in Financial Services | ☐ BBA (Hons) Scheme in Accounting and Finance | |
| Local/Non-Local Student: | ☐ Local Student<br>☐ Non-Local Student | HKID/ Passport No.: | |
| Company/ Organisation Name: | | | |
| Company/ Organisation Address: | | | |
| | ☐ Hong Kong | ☐ Mainland China | ☐ Overseas |
| Industry/Sector: | ☐ Accounting<br>☐ Banking and Financial Service<br>☐ Education<br>☐ Government | ☐ Hospitality and Tourism Services<br>☐ Information Technology<br>☐ Others: _____ | |
| Internship Period: | | to | |
| | (DD/MM/YYYY) | | (DD/MM/YYYY) |
| Internship Job Title: | | | |
| | ☐ Full-Time | ☐ Part-Time | Expected Total Hours: | |
| Job Duties: (within 100 words) | | | |
| Salaries/Allowance, if applicable: | | ☐ Not Applicable | |
| | ☐ HKD ☐ RMB ☐ USD ☐ Others: _____ | | |
| | ☐ Per Hour ☐ Per Week ☐ Fixed Sum ☐ Other package: _____<br>☐ Per Day ☐ Per Month | | |
| Contact Person: | | Job Title: | |
| Telephone: | | Company Email: | |

_____
***Employer Signature with Company Chop***
Name: _____
Job Title: _____
Date: _____