Date: \_\_\_\_\_\_\_\_\_\_\_\_

School of Accounting and Finance

7/F Li Ka Shing Tower

The Hong Kong Polytechnic University

Hung Hom, Kowloon

Hong Kong SAR

Fax: +852 2774-9364

Email: afwie@polyu.edu.hk

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(Attention: WIE Section)

Dear Sir or Madam

**Participation in the Work-Integrated Education (WIE) Program**

This is to confirm our participation in the School of Accounting and Finance’s WIE program as a host company/organisation with the following details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Preferred Period: |  | to |  |  |
|  |  |
| Name of Student |  | Student ID: |  |
|  |  |
| Student Discipline: | * [BBA (Hons) in Accountancy](http://www.af.polyu.edu.hk/BBA/BBAAM/index.html) (21045)
* Double Degree
* Others:
 | * [BBA (Hons) in Accounting and Finance](http://www.af.polyu.edu.hk/BBA/BBAAF/index.html)
* [BBA (Hons) in Financial Services](http://www.af.polyu.edu.hk/BBA/BBAFS/index.html)
* [BBA (Hons) in Accountancy](http://www.af.polyu.edu.hk/BBA/BBAAC/index.html)
 |
|  |  |
| Name of Organization: |  |
|  |  |
| Internship Location(s): |  |
|  | * Hong Kong
 | * Mainland China
 | * Overseas
 |
|  |  |
| Nature of Internship: | Full-Time / Part-Time / Ad-Hoc / Project  |
|  |  |
| Any Contract of Employment? | 🞏 Yes (Please provide a copy for internal reference.) 🞏 No |
|  |  |
| Type of Work: |  |
|  |  |
| Other Requirements: |  |
|  |  |
| Monthly Allowance(s), if applicable: |  |
|  |  |  |  |
| Our Contact Person: |  | Position: |  |
|  |  |
| Telephone: |  | Email: |  |
|  |  |

It is our understanding that this Work-Integrated Education program is part of the student’s curriculum and a required component for their graduation eligibility. Please note that the above mentioned student is a student on attachment to us and will not be considered an employee of our organization.

Sincerely

For WIE Office use

Endorsed by:

|  |
| --- |
| Date: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position:

Cc:

WIE Coordinator – School/Department

Supervisor – Host WIE Organisation