

FOR THE STUDENTS:

Student Internship Program

Please read the instructions below:

1. Revise the forms before submitting to your College and the Legal Office.
2. Use only the appropriate forms for your Internship Program.
3. For students who will be using the MOA template of the University, you are required to submit the following documents:

a. MOA template of the University

- Determine the appropriate signatory of your MOA (Dr. Emanuel C. De Guzman or Prof. Pascualito B. Gatan).

b. Internship Agreement

c. Internship Plan provided by the College

4. For students who will be using the MOA template of the HTE, you are required to submit the following documents:

a. MOA template of the HTE

b. Internship Agreement

c. Internship Plan provided by the College

d. Consent Form

In both cases, the MOA is subject to review by the University Legal Counsel Office (ULCO).