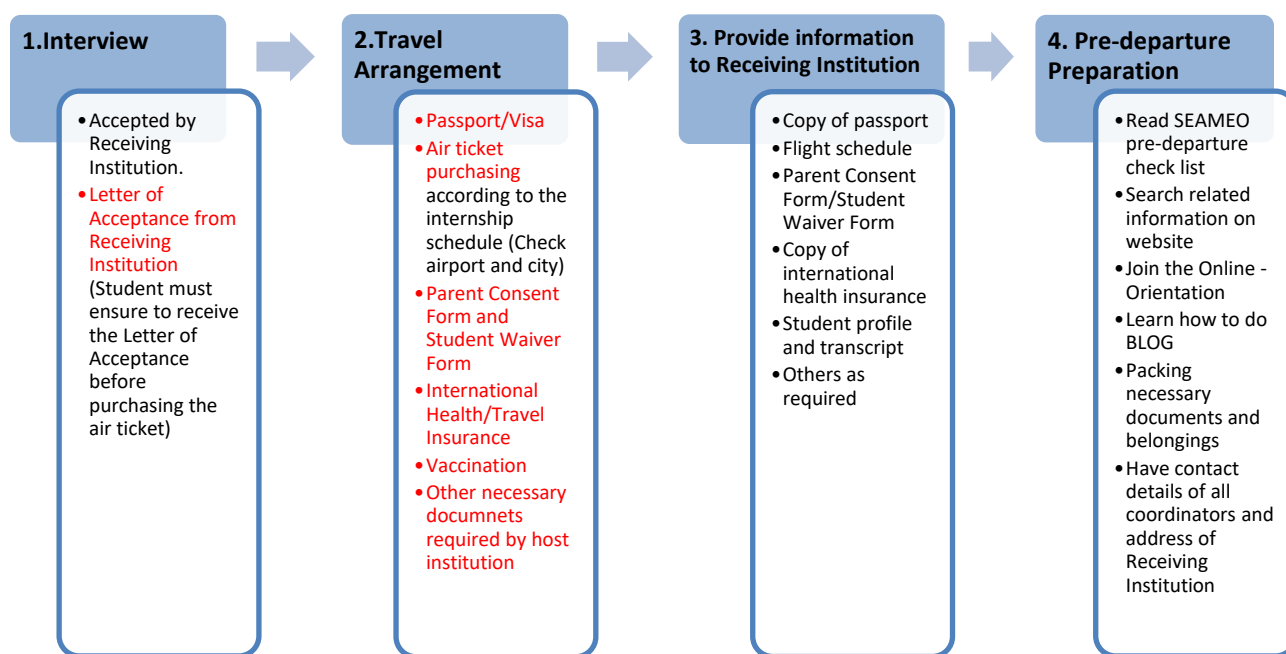




A. Process after Interview



B. Pre-Departure Preparation/ Checklist

Please read carefully and make sure that the students have received the confirmation from the Receiving Institutions.

1) Before departure, please ensure that the student have the followings:

- **Passport** must be valid for over 6 months
- **Letter of Acceptance** from Receiving Institution with details of traveling date, suggested airport, company for internship, roles at internship
- **Visa** – Please ensure that the city and country that student will go for internship do not require visa for the duration of 30 days. (Please ensure with the Receiving Institution)
- **International Health Insurance for 30 days**
- **Parent's Consent Form and Student Waiver Form** for Inbound Students
- **Details of Receiving Institution** such as contact details of coordinators, address of institution
- **Health Certificate** (if necessary)
- **Immunization/Vaccination** (If necessary)

- **Visa/Master for ATM** (It is recommended for student who will travel abroad. Make sure that your ATM has Visa/Master logo, thus you can withdraw your money in another country ATM Machine that has Visa/Master logo)
- **Airfare Ticket** by having destination to the right airport as suggested by Receiving Institution, please ensure to have enough time (for possible flight delays) to transit/connecting flights (if needed). The airfare ticket **must** be round-trip only.
- **Information about the student's institution such as brochure or multimedia presentation.** (In case that the student may need to make a presentation about their institution)

2) Before departure, please ensure that the student have provided the following documents to the Receiving Institution prior to the departure

- **Student Profile**
- A copy of **academic transcript** (Please attached with the student profile)
- **A scanned copy of the front page of passport**
- **Parent's Consent Form and Student Waiver Form**
- **A scanned copy of International Health Insurance**
- **Flight details and arrival schedule**
- Other necessary information which the Sending Institution would like to inform the Receiving Institution regarding the student

3) Before departure, students should search information and learn about the following topics:

- Receiving Institution
- City and nearby cities of Receiving Institution
- Facilities or services near the Receiving Institution/dormitory
 - Food stores for Muslim (Halal) or vegetarian students
 - Worship places (such as mosque, for praying)
 - Accessibility to Internet Connection
 - SIM Card of the Receiving Country
 - Local transportation to the company of internship
- Country, culture differences and weather of Receiving Institution
- Dos and Don'ts
- Company for internship
- Learn about Arrival and Departure Card and Airport of Receiving Institution
- Local currency rate and living cost
- All students must learn how to create their own "**BLOG**" such as WordPress or Blogspot as a daily report to SEAMEO and Sending and Receiving institutions. The link of blog address must be sent to the Coordinating Teachers at Home Institutions.
- Others

4) Required Reports of Students

- The Coordinating Teachers of Sending Institutions shall ensure that the students will be aware of the require reports and resubmit the following reports to the Coordinating Teachers of Sending Institution at the end of internship.

1. Company Supervisor Evaluation Form

(Do not need to submit to SEAMEO, but must submit to Sending Institution)

2. **Receiving Institution Evaluation Form**
(Do not need to submit to SEAMEO, but must submit to Sending Institution)
3. **Student Project Online Evaluation**
(The link will be provided.)
4. **Self-report by Blog or SEAMEO Template**
(The Coordinating Teachers of Sending Institution should submit the blog address or report of students to SEAMEO Secretariat in the Certificate Request Form at the end of the internship.)

5) Personnel Checklist for Traveling

- Personal Documentation
 - Passport
 - A copy of Letter of Acceptance from Receiving Institutions
 - Student Card
 - International Health Insurance Card and details
 - ATM card that can be used in other countries (recommended visa/master)
 - Extra hard-copy and soft-copy of the important documents
- Printed version of the receiving institution and contact details of coordinators
- Simple name card/business card of student with photo and contact details
- Brochures or brief information pamphlets of your college/university (5-10 copies)
- College/university uniform
- A pair of formal attire
- Sportswear, sport shoes, cap, smart casual dress
- Travel guidebook of receiving country (recommended)
- Simple national costume such as Batik cloth
- Computer notebook/Laptop
- International Power Converter/Socket or Universal Power Plug
- Enough pocket money in USD for daily means and personal usage
- Essential medicines
- Essential additional equipment(s) for your gadget
- Mobile phone/camera
- Backpack
- Power bank
- Umbrella/raincoat
- Personal food, such as instant noodles or snacks (especially for Muslim/ Vegan students)
- Personal stationary and calculator
- Small souvenirs for new friends (not necessary)
- Translation application for communication with locals or colleagues at the company
- Other necessary items

6) Students should attend the Online Training on Blog Development and Online pre-departure Orientation by SEAMEO.

All students and coordinating teachers should attend 1) Online Training on Blog Development and 2) Online Predeparture Orientation through Webex conducted by SEAMEO Secretariat (To be confirmed).

Additional Information:

<https://seatvet.seameo.org/>

<https://seatvet.seameo.org/news/32> (5th Batch)

<https://seatvet.seameo.org/news/28> (4th Batch)

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