

**Non-local Company Attachment Programme**  
**Checklist for pre-departure documents**

**(Must be submitted AT LEAST 1 WEEK before your departure)**

Document	Soft copy
1. Scanned copy of signed student agreement  - in jpg/pdf format, file size limit: 1 MB	<input type="checkbox"/>
2. Scanned Copy of the personal travel insurance purchased by your own covering the whole internship period (i.e. guarantee slip showing your name and insurance policy number)#  It is suggested that the travel insurance policy should cover: a. Medical expenses (accidents and sickness) b. Hospitalization c. Personal accidents d. Emergency medical evacuation/repatriation e. Loss of luggage and personal belongings f. Flight delay g. Personal liability  - in jpg/pdf format, file size limit: 1 MB	<input type="checkbox"/>
3. Supporting document (if any)  - in jpg/pdf format, file size limit: 1 MB	<input type="checkbox"/>

Notes:

# All successful applicants are required to purchase their own travel insurance coverage for the entire period of their stay.

Attachment

**Submission Method:**

Please get all the pre-departure documents ready before submission; you must submit the full set of pre-departure documents in one go.

Students who fail to submit ANY of the required documents stated above will not be permitted to claim the Award.

Send the supporting documents by email to [cbcareer@cityu.edu.hk](mailto:cbcareer@cityu.edu.hk) at least 1 week before your departure.