

Non-local Company Attachment Programme **Checklist for reimbursement documents**

Must be submitted WITHIN 4 WEEKS upon completion of your
Company Attachment Programme

Document	Soft copy
1. Student Feedback Form (complete at the following link) https://goo.gl/forms/Hz8vKpKsGMckGjLK2	<input type="checkbox"/> (Online record)
2. Company Supervisor Evaluation Survey - with company stamp and signature (if the company does not have a stamp, please provide an email correspondence from the host company/ internship programme organizer explaining the situation) - in pdf format, file size limit: 2 MB	<input type="checkbox"/>
3. Self-Reflection Report (a passage with 400-600 words in length and photos) - Brief information on the Programme: company name, position, duties and supervisor(s) - Reasons for joining the Company Attachment Programme - Contributions and accomplishments - Takeaways from the programme - with at least 2 photos (including your image) embedded - in word format, file size limit: 2 MB	<input type="checkbox"/>
Original receipts of expenses incurred	Original
4. Submit original receipts of expenses incurred during the internship. - You are required to submit the original receipts of expenses incurred during the internship within 4 weeks upon completion of Company Attachment Programme during office hours Monday to Friday, 9:30 am – 12:30 pm, or 2:00 pm – 6:00 pm at Room 5-233, 5/F, Lau Ming Wai Academic Building.	<input type="checkbox"/>

Attachment

Submission Method:

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

Please complete the online student feedback form and submit all the scanned copies of required reimbursement documents by email to cbcareer@cityu.edu.hk **within 4 weeks upon the completion of your Company Attachment Programme.**