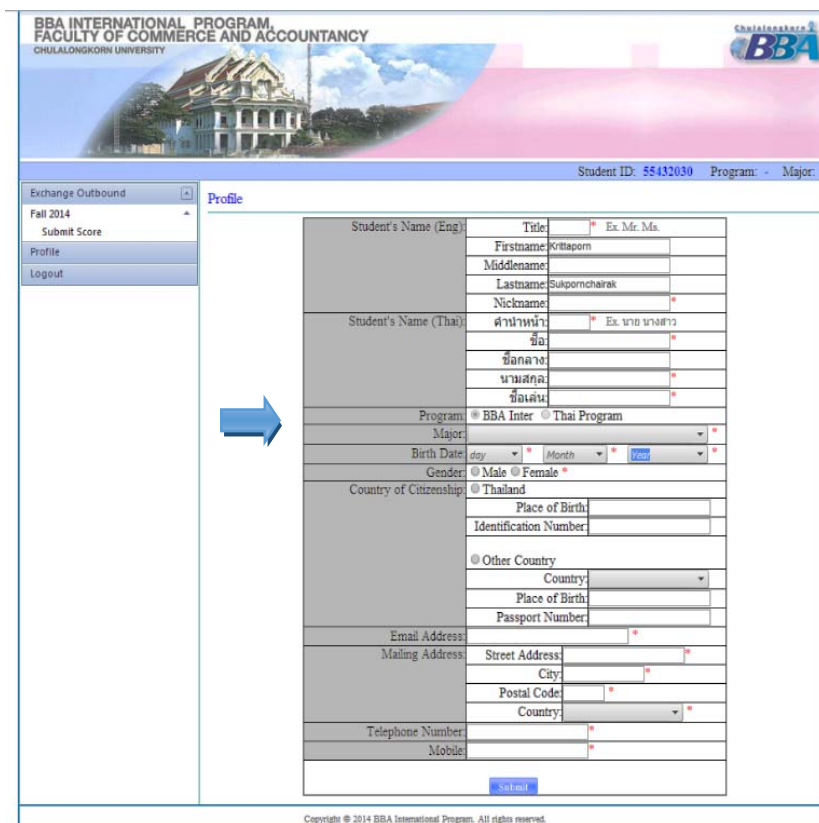


# How to complete the online application

1. Log in to the website at <http://student-bba.cbs.chula.ac.th/Account/Login.aspx>
  - Username: Student ID Number without 26 (Ex. 55438432)
  - Password: the numbers and letters logging in the CU NET



2. Students are required to complete the profile form.
3. Please click "Application form"



4. Submit the Internship application form result thru through the website at <http://student-bba.cbs.chula.ac.th/Account/Login.aspx>

Student must submit in order to complete your application:

1. A completed Internship online application form with photo.
2. A academic transcript.
3. A current resume – Download Resume Template.
4. A copy of student ID card with “Certified True Copy” and your signature.

Buddy Application

Exchange Outbound

Internship ▲

Application Form


Evaluation ▲

Course Evaluation

Profile ▲


Edit your Profile

Logout



**Chulalongkorn**  
**BBA**

**Bachelor of Business Administration International Program**  
Faculty of Commerce and Accountancy, Chulalongkorn University  
Phayathai Road, Bangkok 10330, Thailand  
Phone: (662) 218-5840 Fax : (662) 251-3718  
E-mail: bba@chula.ac.th Website: http://bba.acc.chula.ac.th



### INTERNSHIP APPLICATION FORM

Summer, 2016 [December 7, 2015 - February 7, 2016]

Date: **23 Sep 2015**

**Required Documents:**

A copy of academic transcript up to Fall 2015/Spring 2016 ..... 1 copy

Current resume with photo ..... 1 copy

Copy of students ID card ..... 1 copy

Note: Students must complete and submit all the required documents and information specified form to P'Aor at BBA office by the deadline or your internship will be delayed.

**Internship Period:**

Start:   \*

End:   \*

- The internship period is normally in the summer semester (June 7 - July 29, 2016). As a result, there will be no classes for students doing an internship during this period.
- Students who participating in an Exchange Program preventing that cannot do the internship during the summer semester (June – July), they must arrange to complete the internship during the December 7, 2015 – February 5, 2016 before studying abroad.

**Personal Data:**

**\*\* To update your personal data, please go to this page [Click](#) \*\***

|            |  |             |                                   |
|------------|--|-------------|-----------------------------------|
| Title:     | <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. | Student ID: | <input type="text" value="bba1"/> |
| Name:      | <input type="text" value="bba1"/>                                    | Last name:  | <input type="text" value="test"/> |
| Nick name: | <input type="text" value="aa"/>                                      | GPAX:       | <input type="text" value="3.00"/> |
| Program:   | <input type="text" value="Accounting"/>                              |             |                                   |

Address:

|                |                                      |                   |                                |
|----------------|--------------------------------------|-------------------|--------------------------------|
| City:          | <input type="text" value="4"/>       | Postal Code:      | <input type="text" value="5"/> |
| Country:       | <input type="text" value="Albania"/> |                   |                                |
| Telephone No.: | <input type="text" value="6"/>       | Mobile phone No.: | <input type="text" value="7"/> |

Email Address:

Knowledge of languages:  Thai  English  Japanese Other (specify):

Advisor Name:

**Internship Regulations:**

1. Students must work a minimum of 240 hours in the company.
2. Internship hours cannot be split different times.
  - All **IB major** students are required to complete the Internship as a graduation requirement.
  - Accounting & Finance** major students are not required to complete the Internship program but you can take it as either elective or free elective.
3. If the internship and paperwork are not complete at the end of the semester, your grade will be changed to "I" meaning your grade has been "deferred" until we have your final paperwork within the registered semester. Otherwise, you will get "U" and must re-take this course.

Remark: Students who would like to take 2602476 INTS INTL BUS MGT (Internship) are required to take 2602371 PRIN INTL BUS MGT before.

\*For Accounting & Finance major students:  
I would like to take credit 2602476 INTS INTL BUS MGT\* (3 credits)     Yes     No \*

Note:  
\*Required prerequisite 2602371 PRIN INTL BUS MGT

S:\BBA\Data\Aor\Internship Program\Summer 2017\_ID57\ID57\_How to complete the online application.doc

5. If students choose arrange internship by yourself. Please click (A) and write in the following topics:

- a. Name of Company
- b. Type of business
- c. Address
- d. Contact Person
- e. Position
- f. Phone no. and Fax No.
- g. Mobile Phone No. and Email.

**Internship Regulations:**

1. All IB major students are required to complete the Internship as a graduation requirement.
2. All Accounting & Financial major students are not required to complete the Internship but can take it as either elective or free elective.
3. Students must work for a minimum of 240 hours to obtain credit from your Internship. Internship hours cannot be split into multiple periods.

**Grading is S/U:** If the internship and paperwork are not complete at the end of the semester, your grade will be changed to "I" meaning your grade has been "deferred" until we have your final paperwork within the registered semester. Otherwise, you will get "U" meaning your grade has been "Unsatisfied" and must re-take this course.

**\*For Accounting & Finance major students:**  
I would like to take credit 2602476 INTS INTL BUS MGT\* (3 credits)     Yes     No \*

**Note:**  
\*Required prerequisite 2602371 PRIN INTL BUS MGT

**Internship Information:**

**A) Arrange internship by yourself**

Name of Company:  \*

Type of business:  \*

Address:  \*

Contact Person:  \*

Position:  \*

Phone No:  \*    Fax No:

Mobile Phone No:  \*    Email:  \*

**B) Arrange internship by BBA Office**

**Declaration of Internship**

- I have read the General Information and Conditions document on the Internship Guidelines & Procedures.
- I declare that the information stated in the application is true. I understand that the University reserves the right to vary or reverse any decision regarding the selection on the basis of incorrect information.

**Remark:** After acceptance, student must not change the company prior to BBA notification.

6. If students choose Arrange internship by BBA Office. Please click (B) and write in the following topics:
- Name of Company
  - Position

Note: you can select the Name of Company (2 ranks)

**Internship Regulations:**

- All IB major students are required to complete the Internship as a graduation requirement.
- All Accounting & Financial major students are not required to complete the Internship but can take it as either elective or free elective.
- Students must work for a minimum of 240 hours to obtain credit from your Internship. Internship hours cannot be split into multiple periods.

**Grading is S/U:** If the internship and paperwork are not complete at the end of the semester, your grade will be changed to "I" meaning your grade has been "deferred" until we have your final paperwork within the registered semester. Otherwise, you will get "U" meaning your grade has been "Unsatisfied" and must re-take this course.

**\*For Accounting & Finance major students:**  
 I would like to take credit 2602476 INTS INTL BUS MGT\* (3 credits)     Yes     No \*

**Note:**  
 \*Required prerequisite 2602371 PRIN INTL BUS MGT

**Internship Information:**

A) Arrange internship by yourself  
 B) Arrange internship by BBA Office

Name of Company:  \*

Position:  \*

Name of Company: Deloitte Touche Tohmatsu Jaiyos Co., Ltd.

Position: EY Corporate Services Limited

Leo Burnett Thailand

PricewaterhouseCoopers ABAS Ltd.

**Declaration of Inter**

- I have read the General Information and Conditions document on the Internship Guidelines & Procedures.
- I declare that the information stated in the application is true. I understand that the University reserves the right to vary or reverse any decision regarding the selection on the basis of incorrect information.

**Remark:** After acceptance, student must not change the company prior to BBA notification.

7. Click "Submit". After submitting the internship application form online, please print out the form and submit all the required application documents to P'Aor at the BBA Office within the deadline. \*\*

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