

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. Please click "Application form"

The screenshot displays the 'Profile' page of the application system. The header includes the program name and a 'Profile' button. The main content area is a form with the following sections and fields:


Student's Name (Eng)	Title	* Es. Mr. Ms.
	First Name	
	Address	
	Last Name	Supernames
	Nickname	
Student's Name (Thai)	Student's ID	* Es. 55438432
	Sex	
	Barcode	
	Scramble	
	Barcode	
Program	* BBA Inter * The Program	
Major		
Birth Date	mm/yy	mm/yy
Gender	* Male * Female *	
Country of Origin	* Thailand *	
	Place of Birth	
	Identification Number	
	* Other Country *	
	Country	
	Place of Birth	
	Passport Number	
Local Address		
Mailing Address	Street Address	
	City	
	Postal Code	
	Country	
Telephone Number		
Status		

The footer contains the text 'Copyright © 2011 BBA International Program. All rights reserved.'

3. Students are required to complete the profile form.

Study Application:

- Exchange Outbound
- Internship
- Application Form
- Evaluation
- Course Evaluation
- Profile
- Edit your Profile
- Logout




BBA
INTERNATIONAL PROGRAM
CHULALONGKORN BUSINESS SCHOOL

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

(Semester)



Date: _____

Required Documents:

- Applicants must be a third year student only!, for Summer semester only before pass.
- Students are required to fill in an online application form. The following application form and supporting documents are required to be submitted to the BBA office by the deadline.
 - A completed Internship online application form
 - Official transcript obtained from the Office of Registrar
 - Current resume with photo
 - A copy of student ID card with "Certified True Copy" and our signature

Internship Period:

Start: *

End: *

- For students who will be participating in an Exchange Program in Spring semester and start the semester after February 2018 and can not do an internship during June 4 – July 31, 2018. Students must arrange to complete the internship during the December 18, 2017 – February 9, 2018 period before studying abroad.
- The internship period is normally in the Summer Semester only : June 4 - July 31, 2018.

Personal Data:

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

Title: Mr. Ms. Student ID:

Name: Last name:

Nick name: GPAX:

Program:

Address:

City: Postal Code:

Internship Regulations:

- All IB major students are required** to complete the Internship as a graduation requirement according to the curriculum.
- All Accounting & Finance major students are not required** to complete the internship. If you want to take internship as elective or free elective course, it is acceptable. But you are required to follow all internship application process.
- Students can either choose organization/company yourself or choose from the BBA Quota.
- Students **must** work for a minimum of 240 hours (excluding 12:00 – 13:00 hr.) to obtain credit from your Internship. Internship hours cannot be split into multiple periods. However, many companies have a formal Internship program period for two months in order for students to get deeper knowledge and solid work experience.

***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

Declaration of Internship

- I have read? the General Information and Conditions document on the Internship Guidelines & Procedures.
- Grading of the internship course is based on five documents: (1) Weekly Journal; (2) Timesheet/Time report; (3) Evaluation by the Company; (4) Internship Report; and (5) PowerPoint Presentation.
- Internship package: Students will be given the internship package, which will include the official nomination letter, course outline, weekly journal form, evaluation form and topics for doing the internship report before starting work one week. These must be completed and submitted according to instructions.

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

**

**** 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.****

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

- 1) Name of Company
- 2) Type of business
- 3) Address
- 4) Contact Person
- 5) Position
- 6) Phone no. and Fax No.
- 7) Mobile Phone No. and Email.

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Type of business: *

Address: *

Contact Person: *

Position: *

Phone No: * Fax No:

Mobile Phone No: * Email: *

B) Arrange internship by BBA Office

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

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

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Internship Information:

A) Arrange internships
 B) Arrange internships

Name of Company: *
 Position: *

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** 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.**

6. Click "Submit". After submitting the internship application form online, Students are required to fill in an online application form. The following application form and supporting documents are required to be submitted to the BBA office by the deadline.
- 1) A completed Internship online application form
 - 2) Official transcript obtained from the Office of Registrar
 - 3) Current resume with photo
 - 4) A copy of student ID card with "Certified True Copy" and your signature
