

Local off-campus Internships, Practicum, On-the-Job Training with Host Training Establishments (HTEs)

PRE-INTERNSHIP/PRACTICUM/OJT

Prepare and ensure that the following documents are in order:

1. Valid Memorandum of Agreement (MOA)

2. AFA Request Form

4. Copy of student's insurance policy
(for students ineligible for RA 10931)

5. UP Health Service medical clearance
(for students with medical condition/s, comorbidities, or maintenance medication)

3. Notarized Internship Contract

to be individually accomplished

Evaluate the documents and endorse the implementation of the requested AFA*

Provide recommending approval for the conduct of the Internship/Practicum/OJT

Submit documents at least 7 working days before the AFA

Evaluate and process the AFA Request and other documentary requirements

Authorize AFA Request via email

Revise or provide necessary documents as advised before proceeding further

POST-INTERNSHIP/PRACTICUM/OJT

Accomplish the AFA Evaluation Form

*The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.