



Student Internship Procedure

The Career Development & Job Placement (CDJP) Office will assist students applying for and enrolling in the Internship/Practicum/On-the-Job Training, or any other related internship course under the academic curriculum of the college. Below are the steps to apply for the Student Internship Program (SIP):

Step 1: Attend the SIP orientation, which will be held after the Prelim Examination of the current trimester. Attendance is mandatory before proceeding to the next step. Please ensure that you have returned the Attendance Form.

Step 2: Complete the SIP Internship Application (SIP-IA) Google Form. The application link will be available on the official Facebook page of the institution (www.facebook.com/IM4ICCT) one week after the SIP Orientation.

Step 3: Pay the SIP fee of ₱600.00 per Internship subject on or before the deadline of pre-application process at recognized payment apps / center.

Step 4: Prepare the following documents for evaluation and approval by your college dean or department heads:

- School ID
- Official Registration Form (ORF) - downloadable from Student Portal
- Printed and updated digital copy of evaluation – downloadable from Student Portal

Once approved, submit these documents to the CDJP Office, Monday to Saturday, from 7AM to 4PM, before the due date.

Step 5: Download and complete the Internship Recommendation Letter (IRL) and Internship Waiver Agreement Form (IWAF) from the official ICCT Colleges website under the Internship Menu (www.icct.edu.ph).

Step 6: Submit your IRL, IWAF, resume, and letter of application for signature and approval of your SIP-IA.

Step 7: Personally forward your IRL and IWAF to the Host Training Establishment (HTE). Prepare yourself for the application process as if applying for regular employment. Organize your documents in a long folder in the following order:

- Letter of Application
- Internship Recommendation Letter (IRL)
- Internship Waiver Agreement Form (IWAF)
- Resume
- Photocopy of School ID
- Photocopy of Registration Form

Step 8: Return the signed IWAF by the HTE to the CDJP Office to officially acknowledge or register the start of your internship. Attach a photocopy of a valid ID from your parent or guardian, bearing their signature (the ID must belong to the person who signed your IWAF).

Step 9: During the internship, submit a Student Internship Activity Report (SIAR) every 100 hours for a 300-hour OJT, every 150 hours for a 450-hour OJT, or every 200 hours for a 600-hour OJT. Alternatively, submit reports during the Prelim, Midterm, and Final Examination periods via email to careers@icct.edu.ph. All permits must be signed by the Career Training Coordinator to validate your SIP. The SIAR format is available on the official ICCT Colleges website under the Internship Menu.

Step 10: Prepare your Internship Summary Report (ISR) during the final period of your internship. Refer to the SIP Guidelines and Procedure Manual for the ISR format, available at www.icct.edu.ph/internship.

Step 11: Submit the original copy of your Internship Certificate of Completion (ICoC) and Internship Evaluation Form (IEF) to the Registrar's Office. Download the IEF, which must be completed by your HTE mentor and submitted in a sealed envelope to the Registrar's Office.

Step 12: Provide a photocopy of your ICoC and submit it, along with your ISR, Student Self-Evaluation of Internship Form (SSEI), and photocopy of your Final Exam Permit, to the CDJP Office to acknowledge the completion of your SIP.

Reminders:

- **Completion of Internship Hours:** Students must fulfill the required number of internship hours within the same trimester in which they are enrolled in the internship course.
- **Internship Certificate of Completion (ICoC):** The ICoC must be printed on the official letterhead of the Host Training Establishment (HTE), organization, or company. It should include the following details:
 - Your full name and course
 - The training period, specifying the start and end dates
 - The total number of hours completed
 - The department or office where you were assigned
 - The name and designation of the certifying officer