

# STEP 2024/2025 First Round

## Application Form

To apply for the Student Trainee Exchange Program (STEP), you must be a member of an Asian Law Students' Association (ALSA) National Chapter with some background knowledge of the law and be interested in developing a law career.

Tilleke & Gibbins offer internships with a duration selection process of at least 3 weeks plus a 10-day onboarding program, and their internship period is at least 10-12 weeks. ALSA Members must specify their preferred duration before selecting, following the stated requirement.

Please research branch office information before applying for an internship. Sometimes, you may need a visa to travel to other countries, which we will inform you when you register at these businesses.

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This form must be completed to be considered for an internship through STEP provided by ALSA International. ALSA International will treat this form, along with the other documents submitted by applicants, by following the Data Privacy Policy of ALSA International.

Once selected, you have **14 days** to accept the internship, counting from the following date you received the acceptance of the internship. However, suppose the conditions that the institution you applied for do not meet your requirements (e.g., a difference in internship periods between your request and the offer from the institute). In that case, ALSA International provides an **additional 14 days** (in this case, 28 days in total, counting from the following date you received the acceptance of the internship) for your reconsideration. The approval may expire after the due date, and other applicants on the waiting list may take the opportunity.

Please examine the '**Agreement**' thoroughly before you sign. Should you have any questions or concerns regarding this form, STEP application in general, or STEP itself, you may ask the Training, Exchange, and Development (TED) officer of your National Chapter.

Alternatively, you may contact the Director of the Student Trainee Exchange Program of the International Board 2023/2024 - Pawarintorn Siangwan, at [dir.step@alsainternational.org](mailto:dir.step@alsainternational.org) with the subject of '**STEP Inquiries**', or you can reach out to the International Board via the chat feature of the STEP Portal ([bit.ly/ALSASTEPPortal](https://bit.ly/ALSASTEPPortal) or [step.alsainternational.org](https://step.alsainternational.org)).

## General Information

### Personal Information

First name	
Middle name	
Surname	
Gender (male/female/other)	
Date of Birth (dd/mm/yyyy)	
National Chapter	
Local Chapter	
Nationality	
Passport Number	
Passport Expiry Date	
Home Address	
Mailing Address (if different)	
Contact Number(s)	
E-mail Address	

### Emergency Contact

Full Name	
Relationship	
Home Address	
Contact Number(s)	
Email Address	

### Educational Background

University/School	
Current Status (Undergraduate Student/Postgraduate Student)	
Academic Year During Preferred Internship Period (Year 1/Year 2/Year 3/Year 4/Year 5/Graduated)	
Full Title of Current/Latest Academic Program (incl. significant/concentration) (e.g., Bachelor of Laws (LLB) in International Law (Hons))	
Past Completed Degree Programs (if any)	

### Language Skills

Please state all the languages you are in command of and, in brackets, the level of proficiency (Native/Fluent/Good/Basic) (e.g., English (Fluent), Mandarin (Native))

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## Internship Preference

**State the type of internship and the internship period you prefer**

**Please answer the following questions:**

What kinds of law-related experience do you have? (e.g., internship, mooting, workshop)

What area(s) of law do you wish to work in, and why?

What do you wish to gain from the internship?

How long do you want your internship to last? (10 - 12)

## Agreement

This application form acts as a binding offer from ALSA International to provide you with a suitable internship; ALSA International does not guarantee that you, as an applicant, will be accepted. ALSA International only promises to give you the same chance of being selected as every other applicant.

By filling out this form, I, as an applicant, accept the following terms and conditions:

1. I guarantee that I have filled out this form honestly and accurately, to provide all the necessary documents required by ALSA International and that all the documents are valid. In case I have, whether intentionally or with gross negligence, provided false or inaccurate information, my application would immediately be rejected, and any further access to STEP would be denied;
2. I will attend the internship program I applied for;
3. I will take my internship seriously, and I am aware of my status as a representative of ALSA;
4. I guarantee to have all the required valid documents and legal papers before the start of the internship;
5. I will submit my STEP 2024/2025 Second Round Application Form along with the other required documents to ALSA International according to the application procedure;
6. I will not withdraw my application once I submit this form. I may only withdraw my application with a valid reason such as, but not limited to:
  - a. Serious medical needs;
  - b. Serious family issues or
  - c. Other serious unforeseeable issues approved by the current Director of the Student Trainee Exchange Program and Vice President of Training, Exchange, and Development of ALSA International.

I must send notice to the Director of the Student Trainee Exchange Program regarding the withdrawal of my application as soon as possible;

7. I will confirm my willingness for the internship within 14 days from the date I receive the acceptance if there are no significant differences in requirements between mine and the institutions
8. Once the internship has started, I may withdraw from the internship only if it differs significantly from what was stated in STEP promotional materials or if the employer does not provide me with adequate working conditions by the respective national labour laws;
9. I shall cover any damages that result from such fraudulent or unlawful acts as intentionally providing wrong data, negligence, omission (absence from the internship), or any other misuse of the internship opportunity; and
10. I shall submit two progress reports (at the middle and end of the internship) for the entirety of my internship; otherwise, ALSA International has the right to withhold my STEP Completion Certificate and to notify my National Chapter for non-compliance.

ALSA International will inform you of the outcome of your application. If you are selected, ALSA International will notify you by email. Further, ALSA International will not pay any costs related to the internship, whether living costs, transportation fees, visa fees (if needed) or accommodation fees.

By signing below, I agree to all the terms and conditions above.

City, Date

Signature