STEP 2021/2022 Second 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 who has some background knowledge of the law and is interested in developing a law career.

There are six partners you can apply for an internship:

1. Anglo-Thai Legal;
2. SCG Chemicals;
3. Satyapon & Partners;
4. ALITA;
5. Thanlwin Legal; and
6. Tilleke & Gibbins.

**All internships are open all year round so you can choose the internship period freely.**

**Tilleke & Gibbins’ internship is open all year round, except for June–July for the Thailand branch. Other than the Thailand branch, you are free to choose your preferred internship period.**

**Anglo-Thai Legal provides both virtual and physical internships. The physical internship will be conducted in the Thailand Office.**

**Satyapon & Partners only provides physical internships. The physical internship will be conducted in the Thailand Office.**

Due to the COVID-19, should the ongoing pandemic not be resolved, and the condition of Travel Restrictions and the Government Policies do not support physical internships, most of the partners have provided *virtual internships*.

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This form must be completed to be entered into consideration 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 does not meet your requirements (e.g., a difference of internship periods between your request and the offer from the institute). In that case, ALSA International provides **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 acceptance 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 International Board as well. You can contact the Director of Student Trainee Exchange Program, Amanda Vania Damayanti (she/her), at [dir.step@alsainternational.org](mailto:dir.step@alsainternational.org) or Vice President of Training, Exchange, and Development, Rinreda Sakiyalak (she/her) at [vp\_ted@alsainternational.org](mailto:vp_ted@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 or [step.alsainternational.org](http://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. major/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))

# Internship Preference

## State the internship institution, type of internship, and the internship period you prefer:

Please state the preferred internship institution, type of internship, and general period that you would prefer to do the internship.

1. **Anglo-Thai Legal** (virtual/physical, minimum of 2 weeks internship period);
2. **SCG Chemicals** (physical/virtual, 2-month internship period);
3. **Satyapon & Partners** (physical only, 6-8 weeks internship period option);
4. **ALITA** (virtual, minimum 2-month internship period);
5. **Thanlwin Legal** (virtual, 3-month internship period); and
6. **Tilleke & Gibbins** (virtual/physical, 3-month internship period). (For Tilleke & Gibbins, please also state your chosen department (Corporate & Commercial, Dispute Resolution, or Intellectual Property)

e.g., 1) Anglo-Thai Legal, Physical Internship, August 2022 (1 month) e.g., 2) Thanlwin Legal, Mid-September 2022– Mid-November 2022

**Please answer the following questions:**

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| --- |
| 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? |

# Agreement

This application form acts as a binding offer from ALSA International to provide you with a suitable internship if possible. ALSA International does not guarantee that you, as an applicant, will be accepted. ALSA International only promises to provide you with 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 to 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 2021/2022 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:
   1. Serious medical needs;
   2. Serious family issues; or
   3. Other serious unforeseeable issues approved by the current Director of Student Trainee Exchange Program and Vice President of Training, Exchange, and Development of ALSA International.

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

1. I will confirm my willingness of the internship within 14 days counting from the following date I received the acceptance if there are no significant differences in requirements between mine and the institution’s;
2. 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 in accordance with the respective national labor laws;
3. 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
4. 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 your application outcome. In case you are selected, ALSA International will notify you through 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