
STEP

STUDENT TRAINEE EXCHANGE PROGRAM

INTERN BOOKLET



2025
2026

ABOUT ALSA “STEP” PROGRAM

STEP | STUDENT TRAINEE
EXCHANGE PROGRAM

The ALSA STEP Program offers a unique international internship experience. It aims to bridge the gap between legal education and practice by providing law students with practical training at top legal institutions across Asia. As a key initiative of ALSA International, STEP focuses on nurturing future legal professionals who are not only academically skilled but also culturally aware and equipped to excel in a globalized legal landscape. Through strategic partnerships with esteemed law firms, STEP provides opportunities for students around Asia to gain hands-on experience while also allowing our partners to tap into a network of highly motivated and talented individuals from across Asia, fostering a global mindset in the legal profession.



Internships through the STEP program begin at least a month after the application period ends. While applicants can indicate preferred dates, internships generally take place around August to December. This program offers a chance for our members to experience global exposure, immerse themselves in different cultures, and for National Chapters to showcase their strengths

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BENEFITS FOR PARTICIPANTS

1. It provides an alternative route to normal internship applications with potentially higher success rates.
2. It equips participants with necessary skills for internships.
3. Participants gain real-world legal experience across various jurisdictions.
4. It helps develop a better understanding of different legal systems and cultures.
5. Participants can build a global professional network that can benefit future career prospects.



STEP 2026 TIMELINE

Application Period

27/4/2026 -
27/5/2026

ALSA Internal Interview Period

29/5/2026 -
5/6/2026

Internship Matches

6/6/2026

Interview by Partners (if any)

To be scheduled by
respective law firms

Internship Start

To be determined
by respective law
firms

CODE OF CONDUCT

Below are the rules and guidelines that the interns must abide by:

- I. Interns shall comply with their Institution's rules and regulations and the internship agreement between the intern and the Institution, whether it be in written or in verbal form;
- II. Interns shall comply with the previously signed agreement in the STEP Application Form;
- III. Interns shall maintain the honour of ALSA International as an organization at all times by showing good work ethics;
- IV. Interns shall not disclose any confidential information of ALSA and or the Institution to a third party;
- V. Interns shall submit 2 Internship Reports to ALSA International during their internship period (see "Internship Report Guidelines" for further details);

CODE OF CONDUCT

- VI.** Interns should communicate any relevant issues or requests for assistance regarding their STEP internship to ALSA International promptly
- VII.** Interns shall not hesitate to reach out to ALSA International for help/assistance relating to the STEP internship program. Interns may reach out to the Director of STEP at dir.step@alsainternational.org with the subject of “STEP Intern Inquiries”;
- VIII.** Interns shall pertain to the Institution’s schedule, meetings, and tasks on time;
- IX.** Interns shall maintain constant communication and shall not ignore communication from the Institution and ALSA International;
- X.** Interns shall inform the Institution in the case of work absence and shall comply with the Institution’s regulation of permissible work absence circumstances (i.e., illness, death of a family member, etc.);

CODE OF CONDUCT

- XI.** Interns shall dress appropriately for meetings or any tasks that require presence. It is recommended to dress formally in business attire for work/meetings. However, this clause is subject to the practice of each institution;
- XII.** Interns shall use appropriate language (both verbal and written) in all interactions with supervisors, clients, the public, etc;
- XIII.** Interns shall show determination, cooperation, integrity, and willingness to learn during the internship period;
- XIV.** Interns shall accomplish all assigned tasks to the best of their abilities and shall inquire from or communicate with the institutions if faced with difficulties; and
- XV.** Interns shall take responsibility for their actions and decisions taken during the internship period.

INTERNSHIP REPORT PROCEDURE

- I. Interns are required to submit 2 Internship reports to ALSA International, consisting of Mid-Internship and Final Internship Report;
- II. The Interns shall fill in the internship report according to the format provided by ALSA International;
- III. The reports shall be submitted in PDF format, via dir.step@alsainternational.org with the subject of “STEP Mid-Internship Report_Name_Institution” or “STEP Final Internship_Name_Institution”



POST-Internship PROCEDURES

- I. After the internship period ends, interns will get an electronic certificate from ALSA International, with the requirement of having submitted all of the internship reports;
- II. Interns are hoped to make a testimonial video for STEP, encouraging other ALSA members to join STEP international and seize the opportunity for an internship;
- III. The testimonial video is not mandatory but is encouraged to do to help STEP gain exposure. The video shall not be more than 3 minutes long. There is no required format. It should consist of but not be limited to:
 - Introduction (Name, National Chapter, and the Institution the interns interned at);
 - What the interns learned from the internship;
 - Inviting ALSA members to apply for STEP;

Interns shall submit the testimonial video to dir.step@alsainternational.org with the subject of "STEP Intern Video Testimony_Name_Institution".

CONTACT INFORMATION

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ASIAN LAW STUDENTS'
ASSOCIATION

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