



STEP

STUDENT TRAINEE
EXCHANGE PROGRAM

STUDENT TRAINEE EXCHANGE
PROGRAM

THE OFFICIAL
BOOKLET FOR
MEMBERS

ALSA INTERNATIONAL BOARD OF 2021/2022

WHAT IS ALSA?

Asian Law Student's Association (ALSA) is a non-governmental, non-political organization that welcomes cultural diversity, and characterised by the advanced professionalism and hard-working ethic.

ALSA has been a melting pot for various culture throughout Asia since its founding over 30 years ago.

We at ALSA aim to :

- 1.Promote a better understanding and appreciation of different legal system of countries
- 2.Promote friendship among the students
- 3.Facilitate the exchange of information and newest legal issues

ALSA's National Chapters are:

Brunei, China, Hong Kong, India, Indonesia, South Korea, Laos, Macau, Malaysia, Myanmar, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, and Vietnam.

Our Observers are:

Bangladesh, Nepal, and Cambodia



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ABOUT STEP

The Student Trainee Exchange Programme, is an internship programme offered by the ALSA International to its members that aims to enrich the practical and technical legal skills.

This program enables members to experience first-hand, real international work environment, and enjoy the benefits of renowned institutions all over Asia.

THE ADVANTAGES OF JOINING STEP!

1. Enriched with legal skills required for future legal practice
2. Opportunity to experience international internship
3. Exposed to various areas of actual legal practice in different countries

Our STEP Partners

ALSA has various partners all over Asia!

Here's your chance to apply and have first-hand real working experience in renowned institutions!

Currently we have 12 STEP Partners all over Asia:



ALSA STEP is also in collaboration with 3 Student Organizations:



*the participating Partners (STEP Partner institutions that are open for application) for each round will be subject to announcement

STEP 2021/2022 Second Round Participating Partners

Anglo-Thai Legal is an innovative and dynamic United Kingdom and international law firm that specializes in civil, criminal, commercial, intellectual property, employment, corporate, and litigation.

You will have the chance to undergo an internship with the firm ranging from 2 weeks with no specific maximum period. Not only accepting virtual internships, but the firm also provides physical internships for the Thailand office branch. The internship opens all year round, so choose whichever suits you best!



You will have the chance to learn hands-on practical experience in the scope of Thai, English, as well as International Law. You will be handling research, draftings, getting the chance to sharpen your communication and negotiation skills, and many more.

What are you waiting for? Apply to Anglo-Thai Legal now to get hands-on active training to be a junior lawyer!

For more information regarding Anglo-Thai Legal, you can visit anglothailegal.com

STEP 2021/2022 Second Round Participating Partners

Siam Cement Group (SCG) Chemicals Co. Ltd., based in Thailand, is one of the largest integrated petrochemical companies in Asia and a key industry leader. SCG Chemicals Co. Ltd., manufacture and supply a full range of petrochemical products ranging from upstream monomers to downstream polymers.

SCGC provides both virtual and physical internships in the Intellectual Property legal department. In order to apply to SCGC, you must be:

- A third-year student in a university in Asia or Europe;
- Minimum GPA of 3.0; and
- Interested in being an in-house lawyer, especially in IP Law.



After passing ALSA's interview process, you will then go through an interview process with SCGC before being accepted as an intern.

You will have the chance to learn from a leading petrochemical company in their legal department, namely in the Intellectual Property Department! You'll also be able to learn more about Thailand's culture!

For more information regarding SCG Chemicals, you can visit scgchemicals.com

STEP 2021/2022 Second Round Participating Partners

Satyapon & Partners, located in Bangkok, Thailand, is an intellectual property law firm. They work in all areas of intellectual property law including application and prosecution of patents, trademarks, and designs, as well as IP searches, assignment, licensing, franchising, recordation, renewal, investigation, litigation, and enforcement.



As of now, Satyapon & Partners only provide physical internship in Thailand. The internship period will range from 6–8 weeks.

After passing ALSA's interview process, you will then go through an interview process with Satyapon & Partners before being accepted as an intern.

For more information regarding Satyapon & Partners, you can visit satyapon.com

STEP 2021/2022 Second Round Participating Partners

ALITA (Asia-Pacific Legal Innovation and Technology Association) is a regional legal technology association uniting the Asia-Pacific with a single purpose: to drive collaboration in legal innovation and technology in the region. With a membership base of 200 member organizations including top global law firms, legal technology companies, in-house departments of leading companies, research institutions, public institutions, and civic society groups, ALITA is a young but increasingly prominent rallying force for the Asia-Pacific legal technology industry. ALITA's mission is three-fold:



- To promote the development and use of legal technology, as well as to advance thought leadership in the field of legal technology, in APAC;
- To support local legal technology associations by providing guidance and expertise in the creation and operation of local legal technology associations;
- To enhance connections and collaboration between governments, law firms, technology companies and communities, and in so doing, generate opportunities and build a future-ready, innovative, and technologically advanced APAC legal industry.

ALITA's signature initiatives thus far include its State of Legal Innovation in the Asia-Pacific (SOLIA) Reports, its first-in-Asia Legal Innovation Strategy Toolkit, and its first-in-the-world Legal Technology Observatory.

You will have a chance to learn hands-on experience from the well-known legal technology association in the Asia-Pacific.

For more information regarding ALITA, you can visit alita.legal

STEP 2021/2022 Second Round Participating Partners

Thanlwin Legal is a full-service business law firm located in Yangon, Myanmar. Thanlwin Legal services all kinds of commercial matters, especially for investors. Thanlwin Legal has a combination of local and international experiences. In applying for an internship, fluency in other languages, especially Mandarin, would be appreciated and could be beneficial during your time as an intern.

THANLWIN LEGAL

After passing ALSA's internal interview process, your documents will be reviewed by Thanlwin Legal and the institution will then arrange a quick interview with you. After acceptance, you will have the chance to undergo an internship with the institution ranging from 2–3 months! It is open all year round. Whichever suits you best!

For more information regarding Thanlwin Legal, you can visit thanlwinlegal.com

STEP 2021/2022 Second Round Participating Partners

Tilleke & Gibbins is a leading regional law firm in Southeast Asia. With 180 lawyers and consultants in Bangkok, Hanoi, Ho Chi Minh City, Jakarta, Phnom Penh, Vientiane, and Yangon, that represent the top investors and the high-growth companies that drive economic expansion in Asia in the key areas of commercial transactions and M&A, dispute resolution and litigation, and intellectual property.

Tilleke & Gibbins

Tilleke & Gibbins are available in Cambodia, Indonesia, Laos, Myanmar, Thailand, and Vietnam. Make sure to specify in which branch you would like to have an internship in. After applying through STEP and going through our internal interview, you will go through an interview process with Tilleke & Gibbins. As for local interns (Thai interns applying in the Thailand branch), there will also be a test as the selection process.

Tilleke & Gibbins is initially open for virtual and physical internships. However, due to the COVID-19 situation, the physical internship is tentative. Therefore, the physical internship is subject to individual arrangements after the application.

After acceptance, you will have the opportunity to undergo an internship for 3 months in your preferred months, except for June–July for the institution's Thailand branch. Whichever suits you best!

For more information regarding Tilleke & Gibbins, you can visit [tilleke.com](https://www.tilleke.com)

STEP Rounds

This year we will have two STEP Rounds where you can apply for your internship. You can find the timeline as follows

First Round

Application Period ----- 5th of February to 13th of March 2022

ALSA Internal Interview Period ----- Third to Fourth Week of March 2022

Estimated time to send the application to partners ----- First Week of April 2022

Estimated time to receive result from partners ----- Last Week of April 2022

Second Round

Application Period ----- First Week of May to First Week of June 2022

ALSA Internal Interview Period ----- Third to Fourth Week of June 2022

Estimated time to send the application to partners ----- First Week of July 2022

Estimated time to receive result from partners ----- Last Week of July 2022

Applicants Eligibility

Interested in applying for our STEP program?

Make sure you meet our requirements.

In order to apply, you must be:

1. An ALSA or ALSA-affiliated member and a Student

You must be an ALSA member or a member of ALSA's partner organizations (ELSA, DLSA, LAWSAN, or GCA) and an undergraduate law student of the Bachelor of Laws (LL.B.) degree.

*Please also note that the term "student" means your status until the end of the internship period is still a student.

2. Fluent in English (written and spoken)

As ALSA STEP is partnered with multiple institutions across Asia, you will have the chance to be an intern in foreign jurisdictions. Therefore, make sure you are fluent in both written and spoken English.

3. Academically eligible

Make sure you are a student with a minimum GPA of 3.00

4. Highly Motivated

Make sure you are a highly motivated person and is interested in working in an international environment.

5. Adequate knowledge of computer software

Make sure you have adequate knowledge of computer software such as Microsoft Word, Powerpoint, Excel, etc. It will surely be useful throughout your internship program.

6. Responsive when contacted

Communication is an important aspect of a healthy working environment. Therefore, make sure to maintain good communication by being responsive when contacted.

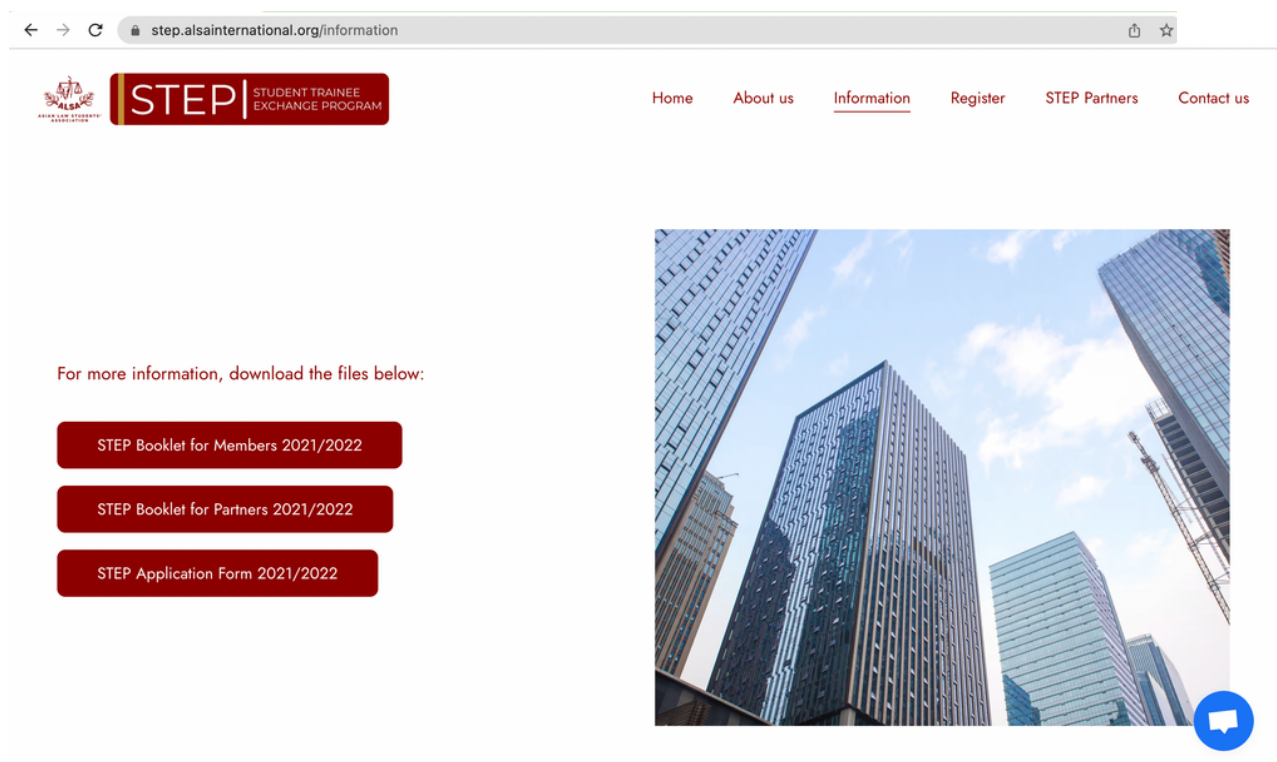
7 STEPs to Apply for STEP

1. Watch Out!

This term we are opening two rounds, the time frame can be seen from the previous page. Pay close attention to our Social Media account! There, you can see our latest news on STEP.

2. Download the STEP Application Form

download and fill in the STEP Application Form which can be accessed on our website, step.alsainternational.org/information

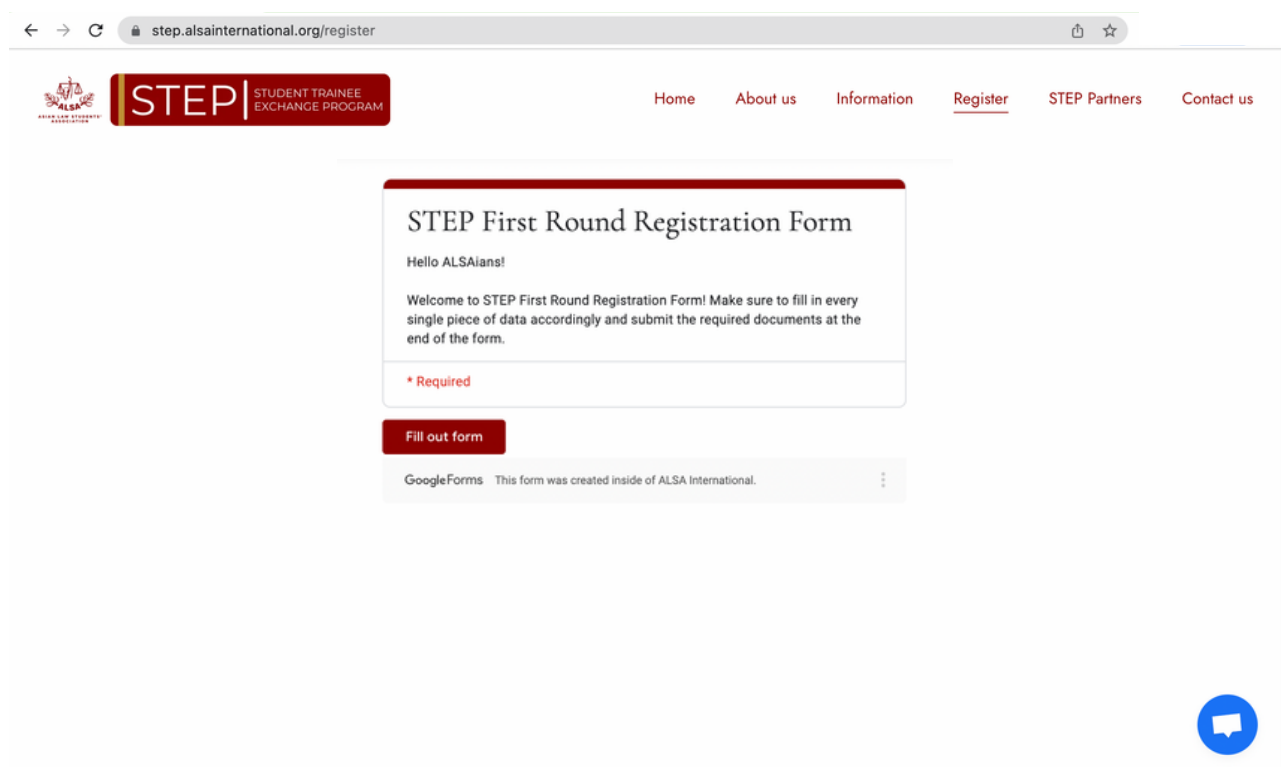


The screenshot shows a web browser window with the URL step.alsainternational.org/information. The website header includes the ALSA logo and the text 'STEP | STUDENT TRAINEE EXCHANGE PROGRAM'. The navigation menu contains links for Home, About us, Information, Register, STEP Partners, and Contact us. The main content area features the text 'For more information, download the files below:' followed by three red buttons: 'STEP Booklet for Members 2021/2022', 'STEP Booklet for Partners 2021/2022', and 'STEP Application Form 2021/2022'. To the right of the buttons is a large image of modern skyscrapers under a blue sky with a chat bubble icon in the bottom right corner.

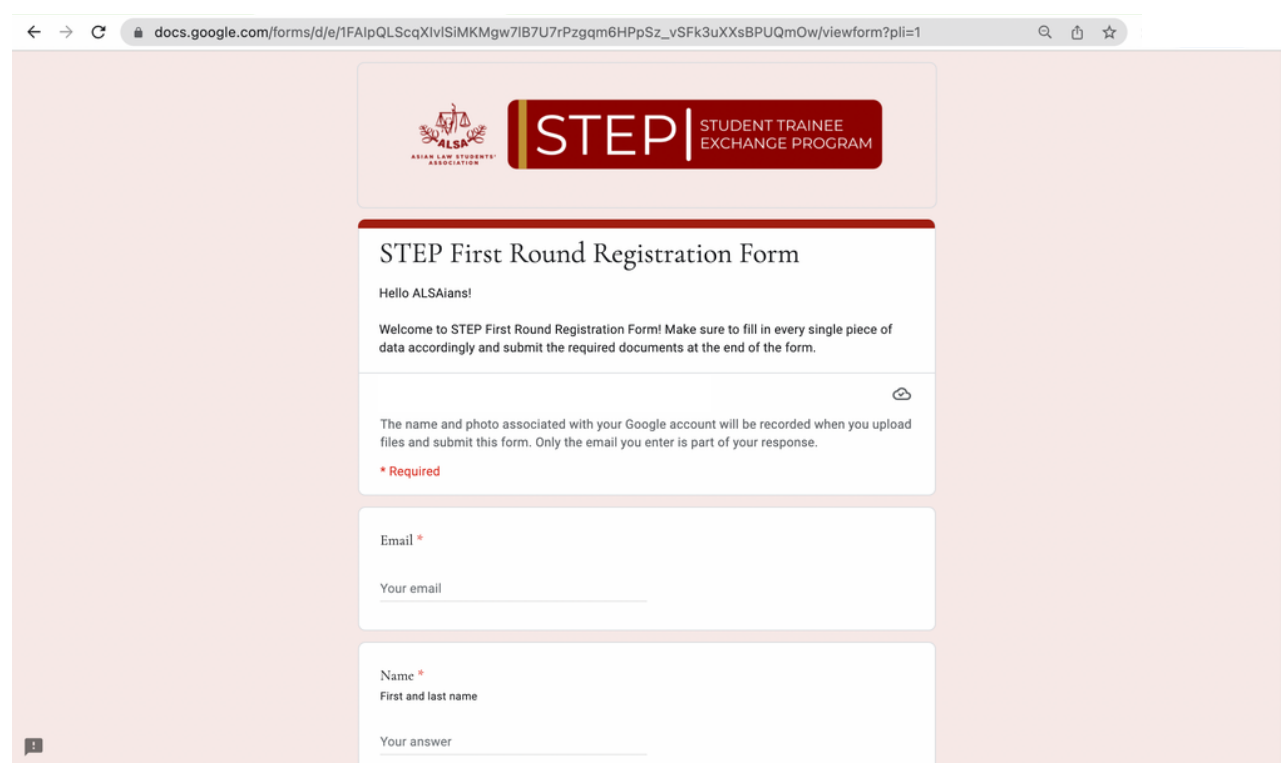
7 STEPs to Apply for STEP

3. Fill in the STEP Registration Form

Fill in the STEP Registration Form which can be found on STEP's website at step.alsainternational.org, go to the register tab and choose STEP First Round 2021/2022, or click [here](#). and make sure to submit the required documents when filling in the form.



The screenshot shows a web browser at the URL step.alsainternational.org/register. The page features the ALSA logo and the STEP Student Trainee Exchange Program logo. A navigation menu includes Home, About us, Information, Register, STEP Partners, and Contact us. The main content area displays the "STEP First Round Registration Form" with a greeting "Hello ALSAians!" and instructions: "Welcome to STEP First Round Registration Form! Make sure to fill in every single piece of data accordingly and submit the required documents at the end of the form." A red asterisk indicates a required field. A red button labeled "Fill out form" is visible. At the bottom right, there is a blue chat bubble icon.

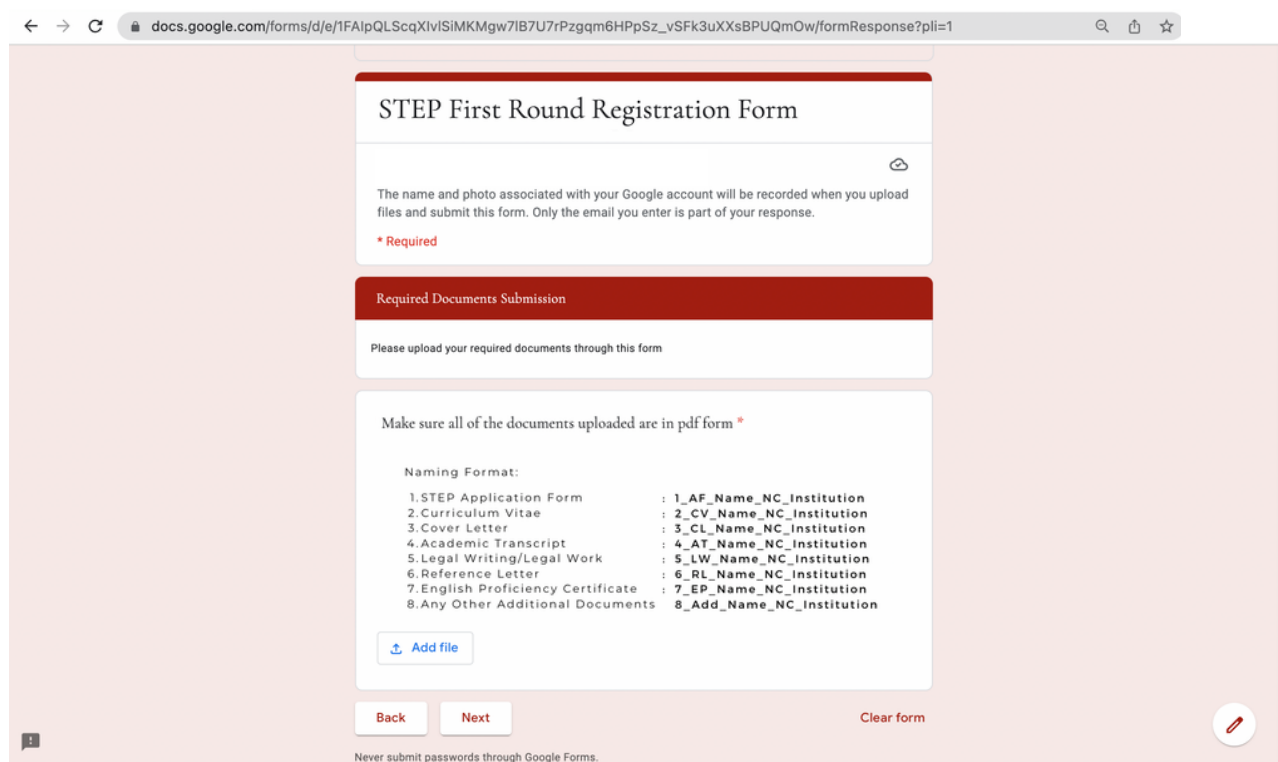


The screenshot shows the Google Forms version of the "STEP First Round Registration Form" at the URL docs.google.com/forms/d/e/1FAIpQLScqXlviS1MKMgw7IB7U7rPzqgm6HPpSz_vSFk3uXXsBPUQmOw/viewform?pli=1. The form includes the ALSA and STEP logos. The text reads: "Hello ALSAians! Welcome to STEP First Round Registration Form! Make sure to fill in every single piece of data accordingly and submit the required documents at the end of the form." A note states: "The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response." A red asterisk indicates a required field. The form has two input fields: "Email *" with the placeholder "Your email" and "Name *" with the placeholder "First and last name". The "Your answer" label is visible at the bottom of the form.

7 STEPs to Apply for STEP

4. Fulfill all requirements

Submit all the required documents with the right name format at the end of the Registration Form.



STEP First Round Registration Form

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

* Required

Required Documents Submission

Please upload your required documents through this form

Make sure all of the documents uploaded are in pdf form *

Naming Format:

1. STEP Application Form	: 1_AF_Name_NC_Institution
2. Curriculum Vitae	: 2_CV_Name_NC_Institution
3. Cover Letter	: 3_CL_Name_NC_Institution
4. Academic Transcript	: 4_AT_Name_NC_Institution
5. Legal Writing/Legal Work	: 5_LW_Name_NC_Institution
6. Reference Letter	: 6_RL_Name_NC_Institution
7. English Proficiency Certificate	: 7_EP_Name_NC_Institution
8. Any Other Additional Documents	: 8_Add_Name_NC_Institution

⬇ Add file

Back Next Clear form

Never submit passwords through Google Forms.

Submit all the required documents with the correct name format at the end of the Registration Form. The following are the required documents and the naming format of the documents:

Required Documents:

1. STEP Application Form;
2. Curriculum Vitae;
3. Cover Letter;
 - a. Cover Letter Requirements:
 - i. Not Exceeding one page
 - ii. State your reason(s)/motivation to do the internship
 - iii. It includes:
 1. Time period;
 2. Department chosen; and
 3. Reason(s) for choosing the department.
 - iv. Written in Times New Roman Font Pt.12, 1.5 spacing and default margin (1 inch each side).
4. Latest academic transcript (in English); and
5. Sample of legal written work of more than 800 words, or any other documents which demonstrates the possession of legal skills/knowledge.

7 STEPs to Apply for STEP

6. Reference letter; Original reference letter or supporting letters of internship from the Faculty of Law or University (specify the internship period)

*Some required documents may be waivable in cases of inevitable necessity.

Additional Documents (optional):

1. Certificate of English Proficiency; and
2. Any additional documents to be added as internship acceptance consideration.

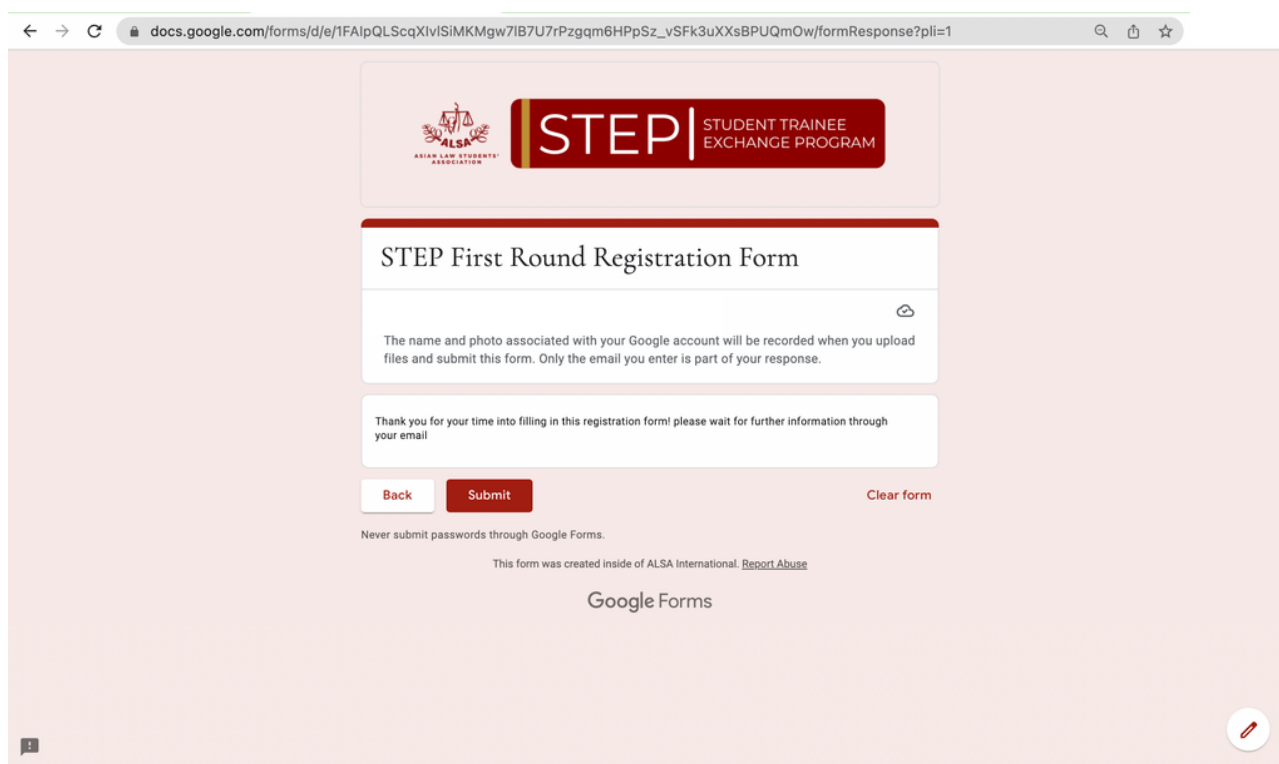
Naming Format:

- | | |
|------------------------------------|-----------------------------|
| 1. STEP Application Form | : 1_AF_Name_NC_Institution |
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| 6. Reference Letter | : 6_RL_Name_NC_Institution |
| 7. English Proficiency Certificate | : 7_EP_Name_NC_Institution |
| 8. Any Other Additional Documents | : 8_Add_Name_NC_Institution |

7 STEPs to Apply for STEP

*if the additional document is more than 1, please continue the numbering with the same naming format (e.g. 9_Add_Amanda...)

Make sure to upload all of the documents in PDF form. After uploading the documents, submit the registration form



5. Wait for further information through email

After submitting the registration form, you should wait for further information via email regarding ALSA's internal interview process.

6. STEP Partner's Selection Process

After passing ALSA's interview, we will then proceed to the STEP Partner's Selection Process. The type of selection process varies depending on each partner, some may require interviews. We will inform you the details via email.

7. Result

After the STEP Partner's Selection Process, we will inform you of the results via email. If you were accepted, then you can start the internship in your institution of choice based on the agreed time range.

STEP-ing Stone Series

Do you have questions about the internship?

Are you still confused about which institution to apply to?

Join our STEP-ing Stone Series to end your dilemma!

STEP-ing Stone Series is a series of events that aims to promote the STEP internship program and also provide deeper information about the internship program. This event will be conducted online via Zoom Meeting. STEP-ing Stone Series will be conducted in the form of a talk show and a workshop.

STEP-ing Stone Series consists of 2 events which is conducted during each STEP Round Open Application:

STEP-ing Stone Series: Get to Know STEP

- **Institution Introduction**

Speakers from participating partners for the First Round introduce their respective institutions and explain more about what the internship period in their institutions would be like (the workload, the type of work assigned, etc.)

- **STEP Alumni Sharing**

Former interns from the participating partners share their experiences working as an intern in their respective institutions.

STEP-ing Stone Series

STEP-ing Stone Series: STEP Forward Together

The second STEP-ing Stone Series will be conducted as a part of ALSA Career Fest, a joint event between STEP and Legal Training and Development (LTD) that aims to expose ALSA members to career opportunities and possibilities in the legal field and to provide members with deeper information about the ALSA STEP internship program.

The event will remain with 2 agendas:

- **Institution Introduction**

Speakers from participating partners for the Second Round introduce their respective institutions and explain more about what the internship period in their institutions would be like (the workload, the type of work assigned, etc.)

- **STEP Alumni Sharing**

Former interns from the participating partners for the Second Round share their experiences working as an intern in their respective institutions.

How to Apply?

1. Keep an eye out for the Open Registration

Follow our social media for more informations regarding the open registration timeline!

Instagram: @alsainternational

Facebook: ALSA International

Twitter: @ALSaintl

2. Fill in the Registration Form

Visit our STEP website at step.alsainternational.org, go to the Register tab, and click **ALSA Career Fest**.

3. Wait for further information through email

After the registration, we will send a confirmation email of your participation. We will also send the Zoom Meeting Link for the event through email. Therefore, please make sure to regularly check your email.

Testimonies



-Raisha Damar, ALSA Indonesia, intern at Thomas Philip

“ I really enjoyed the whole experience as an intern at Thomas Philip. During the internship period I was involved in drafting arguments for the cases they were dealing while supervised with excellent lawyer-mentors. This kind of task was a perfect fit for law students to excel in legal research and legal writing which are the skills a good lawyer must possess.

The internship program has been very fun and has allowed me to gain endless amount of experience and knowledge. Also, it allows me to put what I have learnt in law school into practice.

Further, the people and the working environment at Thomas Philip were very amazing. In spite of the large amount of work to be done, lawyers at TP still amicably managed to help interns to understand the tasks given.

Being an intern at Thomas Philip was such an eye-opener into the world of legal practice. Also, it has greatly contributed my view towards pursuing a law career. ”

Testimonies



-Siew Jowen, ALSA Singapore, SCG Chemicals

“ I had the opportunity to intern at the Intellectual Property (“IP”) law department in Siam Cement Group (“SCG”) Chemicals after being selected by the ALSA Student Trainee Exchange Programme (“STEP”). During my stint, I had the opportunity to interact with the lawyers, patent agents and engineers from different business units within SCG Chemicals. This gave me a wide exposure to different professions and operations within SCG.

Notably, I had first-hand experience to interact with different stakeholders and handle real-life cases within SCG. This allowed me to scale the learning curve while being on-the-job. I also gained insights about in-house legal practice in a multi-national company. These insights help me better understand the needs of client companies (i.e. more business oriented) in addition to the legal perspectives which we had gleaned from law schools and internships at law firms.

I am grateful to all my mentors for entrusting me to be responsible with the assigned tasks and guiding me throughout the course of my internship. The SCG Human Resource team was also very helpful and supportive during my overseas stint in Thailand. My experience in SCG is truly a memorable one. ”

CONTACT US

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