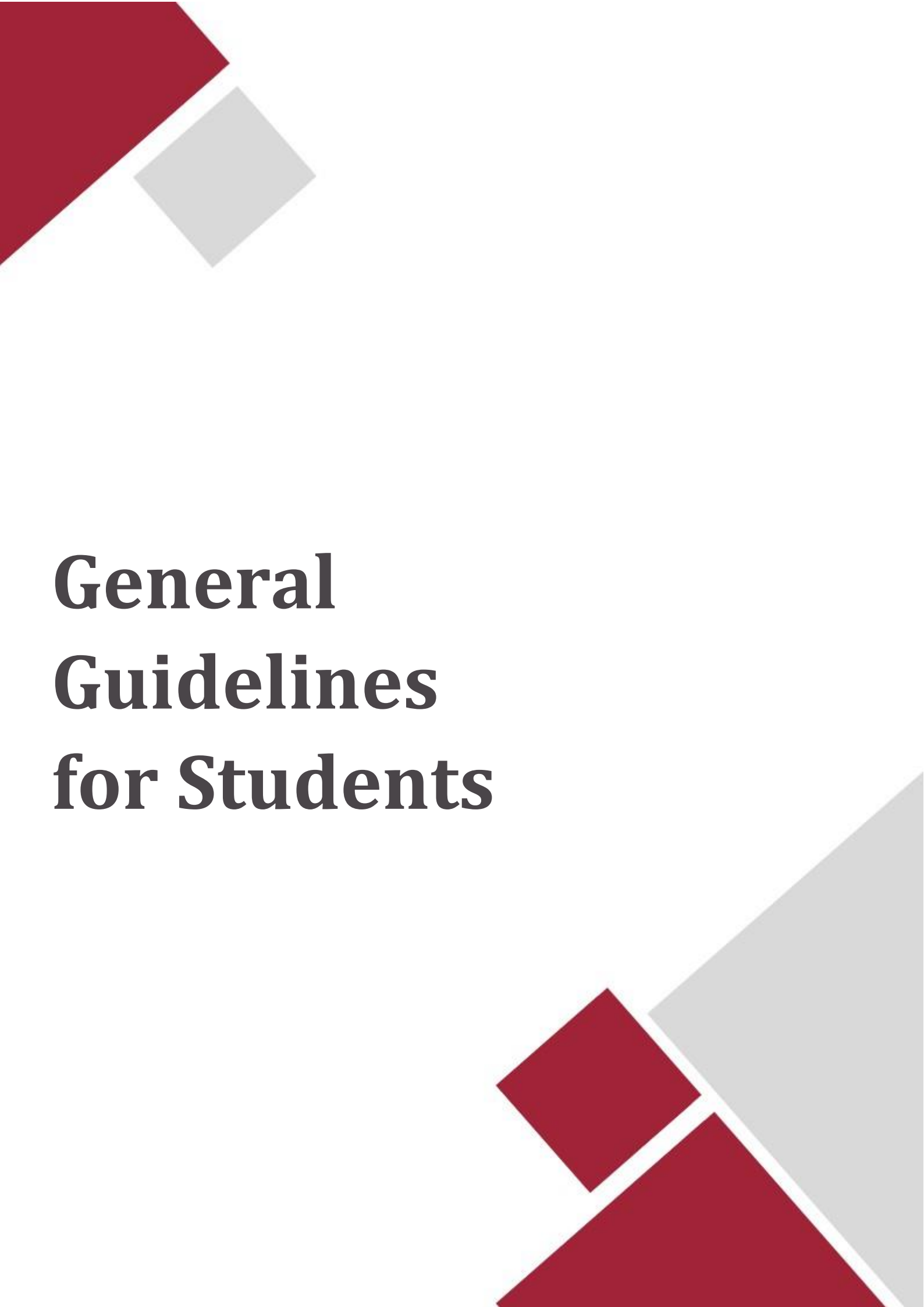


Travel Kit for International WIE 2025

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General Guidelines for Students

Guidelines from Global Engagement Office

With reference to the travel advice from the HKSAR government and the World Health Organization (WHO), the Global Engagement Office (GEO) would like to provide you with the following information and guidelines on the non-local WIE activities arrangement this summer.

1. The Hong Kong Polytechnic University (PolyU) will at all times make reference to the Outbound Travel Alert (OTA) travel warnings issued by the Security Bureau, HKSAR government, and the WHO regarding countries with signs of threat that may affect the personal safety of non-local WIE activities. PolyU, GEO, or the placement organisation reserves the rights to amend the conditions of participation in, or terminate, cancel, or delay the Programme should unforeseen circumstances make this advisable.
2. Students should NOT travel to countries with red or black OTA, including personal travel before, during or after the non-local WIE activities. Any accidents, injuries or deaths occurred in countries with red or black OTA may NOT be entitled to the Group Travel Insurance policies acquired by PolyU, and it is at the discretion of the insurance providers.
3. Students who intend to visit a country with amber OTA should closely monitor the situation and exercise caution. Students should consider adjusting their travel plans prior to departure. Any non-essential travel should be avoided. Students should seek for professional advice from GEO, the placement organisation, and/or academic department prior to departure. Any accidents, injuries or deaths occurred in countries with amber OTA may NOT be entitled to the Group Travel Insurance policies acquired by PolyU, and it is at the discretion of the insurance providers.

General Health Advice from the World Health Organization (WHO)

- Avoid direct contact with animals and poultry or their droppings.
- Wash your hands thoroughly with liquid soap and water immediately if you have been in contact with poultry, animals or their droppings.
- Maintain good personal and environmental hygiene.
- Cover nose and mouth with tissue paper while sneezing or coughing. Dispose of soiled tissue papers properly into a lidded rubbish bin. Wash hands with liquid soap and water afterwards.
- Poultry and eggs should be thoroughly cooked before eating.
- Maintain good indoor ventilation.
- If you have symptoms of respiratory infection, wear a mask and consult a doctor promptly.

Travel Advice from the World Health Organization (WHO)

- Avoid touching wild animals especially birds and camels, poultry or their droppings, and visiting poultry markets or farms when travelling outside Hong Kong.
- Avoid travelling to places of large gatherings of people and pay attention to announcements by local authorities.
- Travellers if feeling unwell when outside Hong Kong, especially if having a fever or cough, should wear a mask and inform the hotel staff or tour leader and seek medical advice at once.
- Travellers returning from affected areas with infectious disease outbreaks should consult doctors promptly if they have flu-like symptoms, and inform the doctor of the travel history and wear a mask to help prevent spread of the disease.
- Travellers returning from affected areas should self-monitor for symptoms for 21 days and follow national protocols of receiving countries.

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Before Departure

Before the non-local WIE Activity

1. Students will be given the option to decide whether or not to undertake the non-local WIE activity.
2. Students should equip themselves with knowledge about the OTA system. Related information can be found on the following websites:
 - a. Security Bureau, HKSAR government (<http://www.sb.gov.hk/eng/ota>)
 - b. Travel Health Service, Department of Health, HKSAR government (<http://www.travelhealth.gov.hk/eindex.html>)
 - c. World Health Organization (<http://www.who.int/en>)
3. Students should inform GEO as early as possible if they decide to withdraw from the Programme.
4. Students should arrange flight tickets and accommodation for the internship at their own discretion, while they are strongly advised to purchase flight tickets and reserve accommodation which allow flexible dates, and to avoid making the said arrangements through unfamiliar channels. Read the OWS Guidelines to know whether the arrangements will be sponsored, and consult our WIE Programme Leader of GEO if there are any queries.
5. Students should undertake any possible risks involved in the Programme and declare that their parents/guardians will be well informed of the details of the Programme and travelling schedules.

Planning – Placement Destination

Research the placement destination prior to your departure:

- Weather during internship period
- Culture (e.g. work, religion, food)
- Law and regulations
- Accommodation
- Transportation
- Phone data plans
- Useful applications
- Recent news



Planning – Accommodation

If you have to arrange your accommodation for the internship, please check:

- Room rate and room type
- Services included or excluded in the room rate
- Location and neighbourhood (avoid dangerous areas)
- Facilities (e.g. free Wi-Fi, laundry, housekeeping, air conditioning)
- Reviews (e.g. Trip Advisor, Agoda)
- Cancellation policy

Essentials to bring

- Visa (if any), identity card, valid passport** (Make electronic copies and at least two sets of hardcopies; keep one set of hardcopies with you and the other at home)
- Round-trip flight tickets which allow flexible dates***
- Reservation confirmation of accommodation***
- Employer information**
- Information of Travel Insurance policies**
- Professional clothing**
- Cash, credit cards and ATM Card** (Bring adequate amount of cash only, i.e. amount for around two weeks; Activate overseas ATM withdrawal service prior to your departure)
- Prescription drugs** (Bring the doctor certificate with you as proof)

**Avoid purchasing flight tickets and reserving accommodation through unfamiliar channels.*

Travel tips

- Pay attention to the **latest boarding, entry and transit requirements**.
- Check and comply with the **travel requirements**.
- **Receive latest updates on travel advice and travel risks** through the International SOS (ISOS) application (PolyU ISOS membership ID number: [07AYCA550139](#)) and [Outbound Travel Alert \(OTA\) system](#).
- **Check medical care available** around the neighbourhood you are staying for your internship.
- **Allow flexibility** for your trip.
- Purchase flight tickets and reserve accommodation which allow flexible dates.

International SOS



Download on Apple Store



Download on Google Play

Download the International SOS (ISOS) application:

1. Download the ISOS application before departure
2. Login in with the **PolyU ISOS Membership ID Number: [07AYCA550139](#)**

Hong Kong ISOS Assistance Centre: (852) 2528 9900

- One-click dialing to access 24/7 immediate help globally
- Assistance during **emergency situations**
- Instant medical, security and safety alerts
- Pre-trip advisory from ISOS experts
- Immediate access to doctor and security specialist

When to use ISOS?

- Emergency evacuation
- Life threatening incidents
- Severe medical illness (e.g. hospitalised)

To ensure a prompt response when calling, you should be prepared to provide the following:

1. Your name, location, age, gender, nationality, and phone number
2. Your International SOS membership number: **07AYCA550139**
3. Your relationship to The Hong Kong Polytechnic University employee (i.e. student)
4. Name, location and phone number of the hospital, clinic or treating doctor (when applicable)

GovHK 香港政府一站通

Registered students will receive SMS notifications from the Security Bureau, Hong Kong government instantly:

- Important outbound travel information from the HKSAR government
- Travel alert from 88 countries/territories




Online Registration: <http://www.gov.hk/en/residents/immigration/outsidehk/roti.htm>
(For Hong Kong residents only)

Steps:

1. Register MyGovHK account
2. Go to My Online Services / Forms > Immigration Services > Register Outbound Travel Information
3. Create Profile
4. Create Itinerary

Note: Take two to three days for verification

Outbound Travel Alert (OTA)^:

OTA	Travel Advice for Outbound WIE Activities
 <p>Severe threat</p>	<ul style="list-style-type: none"> • Students should NOT travel to countries/territories with red and black OTA, including personal travel, before, during or after outbound WIE activities.
 <p>Significant threat</p>	<ul style="list-style-type: none"> • Any accidents, injuries or deaths occurred in countries/territories with red and black OTA may NOT be entitled to the Group Travel Insurance policies acquired by PolyU, and it is at the discretion of insurance providers.
 <p>Signs of threat</p>	<ul style="list-style-type: none"> • Students who intend to visit countries/territories with amber OTA should closely monitor the situation, exercise caution, and consider adjusting travel plans prior to departure. Any non-essential travel should be avoided. • Seek professional advice from the Global Engagement Office (GEO), employer and/or Faculty/School/Department before departure. • Any accidents, injuries or deaths occurred in countries/territories with amber OTA may NOT be entitled to the Group Travel Insurance policies acquired by PolyU, and it is at the discretion of insurance providers.

^PolyU will at all times make reference to the OTA issued by the HKSAR government regarding countries/territories with signs of threat that may affect personal safety for the outbound WIE activities. PolyU, GEO, or the placement organisation reserves the rights to amend the conditions of participation in, or terminate, cancel, or delay the Programme should unforeseen circumstances make this advisable.



Safety Abroad

Throughout the Non-local WIE Activity

1. Students should refrain from terminating the internship early due to non-health-related reasons; otherwise, they should arrange their own passage and bear all costs incurred by the entire trip.
2. Students are advised to keep close contact with the local counterparts or representatives if available in order to closely monitor the local situation.

Consular Protection



Assistance to Hong Kong Residents Unit
24-hour hotline: (852) 1868

Assistance that can be provided by Consular Officers to Hong Kong residents travelling outside Hong Kong includes but not limited to:

- Notify your family of the incident or casualty in case of accidents
- Provide advice and necessary assistance for evacuation from dangerous areas in case of emergencies
- Recommend lawyers, translators or doctors to assist the Hong Kong resident in legal proceedings or in seeking medical treatment

For details, please refer to

http://www.immd.gov.hk/eng/services/Assistance_Outside_Hong_Kong.html#c.

***Please leave your emergency contact to GEO prior to departure.**



Dos

- ✓ Always travel in pairs or in groups.
- ✓ Be alert to any types of potential danger or threat (such as terrorist attacks, adverse weather conditions).
- ✓ Be aware of pickpocket, and carry cash or valuable items in more than one pocket.
- ✓ If threat is imminent, get attention from people nearby by making noise.
- ✓ Dress decently.
- ✓ Stay away from unknown baggage especially at the airport, public transit and near garbage bins.
- ✓ Stay alert with local news.
- ✓ Tell your family/ trusted persons your intended itinerary and check-in with them from time to time.
- ✓ When returning to the hotel, hostel or apartment late at night, use the main entrance; and be vigilant and check if you are being followed before entering.
- ✓ Close and lock the door whenever you enter your room. Do not put the room keys and valuable items where they can be easily seen.
- ✓ Familiarise with the fire escape routes both at the workplace and the accommodation.

Don'ts

- ✗ Go to protest, parade, concert or high-risk areas.
- ✗ Invite strangers into the hotel, hostel room or apartment, or answer the door without verifying the visitor's identification.
- ✗ Leave your belongings unattended.
- ✗ Stay out late.
- ✗ Expose to animals.



Dos

- ✓ Before booking, check reviews on authoritative websites (e.g. Bookings.com) and do research about the property/ host.
- ✓ Only communicate with the property owners through the authoritative websites' messaging system and pay via the websites' own secure booking portal.
- ✓ Check if a booking contract is available when you book, which should include details of the property address; and verify the authenticity of the property address and owner, if possible.
- ✓ Read the cancellation policy carefully.
- ✓ Negotiate with accommodation provider and avoid making full payment in advance. Think twice before you pay.
- ✓ Pay for the booking by traceable methods, e.g. credit card.
- ✓ Connect with previous student interns of the same internship programme for recommendations on accommodation.
- ✓ When arriving, inspect accommodation before agreeing to stay (e.g. quality of locks on all windows and doors, any hidden cameras).
- ✓ Take a photo of the accommodation for record.

Don'ts

- ✗ Use social media, social platforms or other unauthoritative channels to source and book the accommodation.
- ✗ Pay by cheque or bank transfer, or pay directly to the property provider or untraceable methods.
- ✗ Book and pay via unsecured portal outside the listing sites.

Protect Yourself Against Hate Incidents



Dos

- ✓ Be aware of your surroundings and get out of the line of fire.
- ✓ Avoid provocation when encountering hate incidents or discrimination (e.g. verbal harassment).
- ✓ Get help from someone in a position of authority, e.g. a flight attendant, security guard, store manager.
- ✓ Assess your safety before speaking up about the hate incidents or harassment.

Evacuation

In case of any life-threatening incidents, you should always have a 'Go Bag' ready for immediate evacuation. The bag should be easy to carry, waterproof and easy to access for emergencies.



Incident Reporting

Types of Incidents	Scenarios	Procedures*
Life-threatening	<ul style="list-style-type: none"> • Injury or accident • Serious medical illness (e.g. hospitalised, emotional issues) • Crime reporting • Natural disaster • Terrorism 	<ul style="list-style-type: none"> • Contact your local emergency contact (e.g. Director Supervisor/ Mentor). • Seek help from the nearest Chinese Embassy.
Travel-related	<ul style="list-style-type: none"> • Flight cancellation • Travel restrictions (e.g. border closure) 	<ul style="list-style-type: none"> • Check your visa expiration date. Contact nearest embassy or consulate to arrange an extension if needed. • Stay tuned to airlines' and local authorities' information.
	<ul style="list-style-type: none"> • Loss of personal properties • Travel scam (e.g. accommodation booking scam, fake official scam) 	<ul style="list-style-type: none"> • Contact your local emergency contact. • Report incident to the local police, and keep record for claiming insurance.
Work-related	<ul style="list-style-type: none"> • Harassment • Violence • Intimidation • Threatening disruptive behaviour • Unequal treatment 	<ul style="list-style-type: none"> • Report incident to your immediate supervisor. • Contact Human Resources for advice.

***Report to GEO and the placement organisation as soon as possible in case of any illness, accident or injury.**

- Students travelling to the same country/city will be invited to join a designated WhatsApp group through the above contact number.
- GEO will contact students through the WhatsApp group in case of emergency and/or when a prompt response is required during the Programme. Students should respond promptly, as required, any communications from GEO regarding the Programme.
- Due to time differences, GEO might not be able to respond to your request promptly.
- For immediate assistance, contact the local police, assistant to Hong Kong resident unit (+852 1868) and/or local Consulate Office.

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Useful Contacts

Useful Contacts

Emergency Contacts *(to be completed by student)*

Police / Ambulance / Fire	Contact Number: _____
Travel Insurance	<p>1. Group Travel Insurance arranged by PolyU AXA General Insurance Hong Kong Limited Tel: (852) 3070 5002 Policy#: STG/Z2949076/10/R2AG <i>Note: Insurance policies valid till 30 June 2025. See latest information on the Finance Office website.</i></p> <p>2. Your own insurance provider Contact Number: _____ Policy#: _____</p>
Consulate-General of the People's Republic of China in _____ <i>(your placement destination)</i>	Address: _____ Contact Number: _____
Hong Kong Economic and Trade Office in _____ <i>(your placement destination)</i>	Address: _____ Contact Number: _____



Employer Information *(to be completed by student)*

Name	Contact Number	Email

Programme Organiser (if any) *(to be completed by student)*

Name	Contact Number	Email

Report to GEO and the placement organisation as soon as possible in case of any illness, accident or injury.

List of Contacts – Online Police Report

For incident which is NOT an emergency, you may file a police report online (service available for some countries/ cities).

If there is an emergency or crime in progress, call 112.

Country	Websites for Online Police Report/ Relevant Information
Australia	https://crimestoppers.com.au/#report
Austria	https://www.polizei.gv.at/alle/meldestellen.aspx
Belgium	https://www.police.be/en/e-loket
Bosnia and Herzegovina	http://www.granpol.gov.ba/Content/Read/46?title=Prijave-prekograni%C4%8Dnog-kriminala
Canada	http://www.torontopolice.on.ca/core/
Czech Republic	https://www.policie.cz/docDetail.aspx?docid=21563991&doctype=ART
Estonia	https://www.politsei.ee/en/instructions/filing-a-police-report
France	https://www.internet-signalment.gouv.fr/PortailWeb/planets/Accueil!input.action
Germany (Berlin)	https://www.internetwache-polizei-berlin.de/
Greece	http://www.astynomia.gr/index.php?option=ozo_content&perform=view&id=8194&Itemid=378&lang=EN
Hungary	https://ugyintezes.police.hu/en/home
Ireland	https://www.psnipolice.uk/contact-us/
Italy	https://www.poliziadistato.it/articolo/27360
Korea	https://www.police.go.kr/eng/main.do
Malaysia	https://www.malaysia.gov.my/portal/content/30649
New Zealand	https://www.police.govt.nz/105support
Poland	http://policja.pl/pol/kontakt/606,Kontakt.html
Romania	https://www.politiaromana.ro/ro/petitii-online
Scotland	https://www.scotland.police.uk/contact-us/
Singapore	https://eservices.police.gov.sg/content/policehubhome/homepage/police-report.html
South Africa	https://www.saps.gov.za/services/report_crime.php
Spain	https://denuncias.policia.es/OVD/
Sweden	https://polisen.se/utsatt-for-brott/polisanmalan/
Switzerland	https://www.kapo.zh.ch/internet/sicherheitsdirektion/kapo/de/epolice.html
The Netherlands	https://www.politie.nl/en/contact
UK	https://www.police.uk/pu/contact-the-police/report-a-crime-incident/
US	https://www.usa.gov/report-crime#item-35572

List of Contacts – Embassy of the People’s Republic of China

Country	Phone	Embassy Address	Email
Argentina	+5411-45478100, 45478199	Crisologo Larralde 5349, Cap. Fed. Buenos Aires, Argentina	info@embajadachina.net.ar
Australia	+61-2-6228 3999	15 Coronation Drive, Yarralumla, ACT 2600	chinaemb_au@mfa.gov.cn
Austria	+43-1-7103648 (Consular Office)/ +43-1-714314948 (24 hours)	Metternichgasse 4, 1030 Vienna, Austria	chinaemb_at@mfa.gov.cn
Belgium	+32-27712038	443-445 Ave. de Tervuren, 1150 Woluwe Saint-Pierre, Belgium	chinaemb_bel@mfa.gov.cn
Bosnia and Herzegovina	+387-33-665686 (Consular Office)	Braće Begića 17, 71000 Sarajevo	chinaemb_ba@mfa.gov.cn
Brazil	+ 55-61-21958200	Q813, Lote51, Av. Of Nations, Brasilia-Df, Brazil	chinaemb_br@mfa.gov.cn
Brunei	+673-2-334163(Consulate)	No.1,3,5 Simpang 462,Campong Sungai Hanching, Jalan Muara, Bc 2115, Bandar Seri Begawan, Brunei Darussalam	embproc@brunet.bn
Cambodia	+855-23720922	No.156, Mao Tse Toung Blvd., Phnom Penh, Cambodia	chinaemb_kh@mfa.gov.cn
Canada	+1-613-789 3434	515 St. Patrick Street, Ottawa, Ontario, Canada K1N 5H3	chinaemb_ca@mfa.gov.cn
Cyprus	+357-2-2352182	No.28, Archimidons Sor, Engomi Nicosia, Cyprus P.O.Box 24531	eocinc@spidernet.com.cy
Czech Republic	+420 233028898	Pelléova 18, 160 00 Praha 6 – Bubeneč, Czech Republic	chinaembassy_cz@sina.com
Estonia	+372-6015830, +372-6015831	Narva mnt.98, 15009 Tallinn, Estonia	chinaemb@online.ee
France	+33-1-49521950	20, Rue Monsieur – 75007 Paris – France	chinaemb_fr@mfa.gov.cn
Germany	+49-30-27588-0	Markisches Ufer 54,10179 Berlin	de@mofcom.gov.cn
Greece	+30-210-6723282 (Consular Office)	2A Krinon Street, P. Psychico, 15452 Athens	chinaemb_gr@mfa.gov.cn
Hungary	+36 1 413 2401	1068 Budapest, Városligeti fasor 20-22	political@knnk.ehc.hu
Indonesia	+62-21-5761039	Jl. Mega Kuningan No.2 Jakarta Selatan 12950 Indonesia	chinaemb_id@mfa.gov.cn
Ireland	+353-1-2196651	118 Merrion Road, Dublin 4, Ireland	chinaemb_ie@mfa.gov.cn
Italy	+39-6-965 24 200	NO.56, Via Bruxelles, 00198 Rome, Italy	segreteria.china@gmail.com
Japan	+81-3-34033388	3-4-33 Moto-Azabu, Minato-Ku, Tokyo, Japan	lsb@china-embassy.or.jp
Jordan	+962-6-5516136	9 Jakarta Street, Rabyah, Amman P.O.BOX 7365 , 11118 Amman	chinaemb_jo@mfa.gov.cn
Kazakhstan	007-7172-793561	37, Kabanbai batyra Av. Astana, Republic of Kazakhstan, 010000	chinaemb_kz@mfa.gov.cn
Korea	+82-2-7381038	54, Hyoja-Dong, Jongno-Gu, Seoul, 110033, Korea	chinaemb_kr@mfa.gov.cn
Macedonia	+389-2-3134392	Street Lermontova, No.2, 1000 Skopje, North Macedonia	chinaemb_mk@mfa.gov.cn

Malaysia	+60-3- 21636853 / +60-3-21645301	229, Jalan Ampang, 50450 Kuala Lumpur, Malaysia	chinaemb_my@mfa.gov.cn
New Zealand	+ 64-4-4721382	No.2-6 Glenmore Street, Wellington, New Zealand	info@chinaembassy.org.nz
Oman	+968-24958000	Embassy Distric, Al Khuwair, Muscat, Oman	chinaemb_om@mfa.gov.cn
Poland	+48-22-8313836	Bonifraterska St.1,00-203, Warsaw, Poland	ambchina@pol.pl
Portugal	+351-21-3928430	Ruapau De Bandeira,11-13(A Lapa), 1200-756, Lisboa, Portugal	chinaemb_pt@mfa.gov.cn
Romania	+4021-2328858/ +4021-2334188	Sos. Nordului Nr.2, Sector 1, Bucharest, 014101, Romania	chinaemb_ro@mfa.gov.cn
Russia	+7-499-9561168	No. 6, UL. Druzhby, Moscow, 117330, Russia	chiemb@microdin.ru
Scotland	+44-131-3372620/ +44-131-3371790	55 Corstorphine Road. Edinburgh EH12 5QG, Scotland	chinaconsul_eb_uk@mfa.gov.cn
Serbia	+381-11-2067916 / +381-11-2067917	Augusta Cesarca 2v, Belgrade, Serbia	chinaemb_yu@mfa.gov.cn
Singapore	+65-64712117 (Consular Office)	150 Tanglin Road, Singapore,247969	chinaemb_sg@mfa.gov.cn
Slovakia	+421-2-62804283 (Consular Office)	Jancova 8, Bratislava 81102, Slovak Republic	chinask@gtinet.sk
Slovenia	+386-1-4202850	Koblarjeva ulica 3, 1000 Ljubljana, Republic of Slovenia	chinaemb_si@mfa.gov.cn
South Africa	+27-12-4316500 +27-123428826 (Consular Assistance)	225 Athlone Street, Arcadia0083, Pretoria, South Africa P.O.Box 95764, Waterkloof 0145	nfLssf@163.com
Spain	+34-91-5194242	Calle Arturo Soria, 113, 28043 Madrid	chinaemb_es@mfa.gov.cn
Sri Lanka	+ 94-11-2688610 (Administrative Office)	381-A Bauddhaloka Mawatha Colombo 7, Sri Lanka	chinaemb_lk@mfa.gov.cn
Sweden	+46-8-57936404	Lidovägen 8, 115 25 Stockholm, Sweden	protocol@chinaembassy.se
Switzerland	+41-31-3527333	Kalcheggweg 10, 3006 Bern, Switzerland	china-embassy@bluewin.ch
Thailand	+66-2-2457044	57, Ratchadapisek Road, Bangkok, 10310, Thailand	chinaemb_th@mfa.gov.cn
The Netherlands	+31-70-3065099	Willem Lodewijklaan 10, 2517 JT, The Hague, The Netherlands	chinaemb_nl@mfa.gov.cn
Turkey	+90-312-4900660	FERİT RECAİ ERTUĞRUL Cad. No: 18 Oran , Ankara, Turkey	chinaemb_tr@mfa.gov.cn consulate_tur@mfa.gov.cn
UK	+44-20-72994049	49-51 Portland Place, London W1B 1JL, United Kingdom	chinaemb_uk@mfa.gov.cn
US	+1-202-4952266	3505 International Place, NW, Washington, D.C. 20008	webmaster@china-embassy.org
Vietnam	+848-38292457	175 Hai Ba Trung Road, District 3, Ho Chi Minh City	chinaconsul_hcm_vn@mfa.gov.cn

More details: https://www.fmprc.gov.cn/mfa_eng/wjb_663304/zwjg_665342/2490_665344/

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Towards the End of Internship

Towards the End of Internship

Towards the end of your internship, please be reminded to:

Ask your employer to complete documents required for WIE fulfilment.

- Timesheet
- Performance evaluation form

Prepare documents for Offshore WIE Sponsorship (OWS) application.

- Declaration by employer
- Boarding passes (round-trip)
- Receipts of accommodation fee

Say goodbye to your employer.

Ask for a reference letter at least one week before the end of the internship (on a discretionary basis by employer).



Updated in October 2024