



TRAINEE PROGRAM IN AUSTRALIA

Application Procedure

STAGE 1 – Application

1. Download an Application Form from www.intrinsic.com.hk.
2. Submit ALL of the following documents together with the complete application form by mail or in person:
 - (a) Non-refundable administration fee HKD200
 - You can submit the payment by bank transfer to our HSBC a/c and mail us the transfer receipt; or
 - You can mail a check payable to "Intrinsic Limited" (within 7 days of application)
 - (b) Recent passport-size photo (2" x 1.5")
 - (c) Student Status Proof (if applicable)
 - This is a document which can be obtained from your school officials such as the Student Affair Offices, to certify your student status.
 - (d) HKID card
 - (e) Passport (only the page containing your picture and personal data)
 - Valid for at least 6 months beyond program return date
 - A passport is a travel document issued by a national government that usually identifies the bearer as a national of the issuing state and requests that the bearer be permitted to enter and pass through other countries. You should apply for a passport in your home country.
 - (f) Student ID card (for student only)
 - (g) Relevant work experiences record (if any)
 - (h) English public exam result (HKALE / HKCEE / TOEFL / IELTS / PETS / University Entrance Test...etc)
 - For those who are not able to provide any of them, please submit an explanation letter
 - (i) Previous Australia visa (if any)
3. You will be informed of the selection details via email within 14 days after submitting the application and relevant documents.

STAGE 2 – Candidate Selection

1. Selection will be required for all applicants of the PIA Program to ensure basic program suitability and proper motivation and intent. Date will be fixed by Intrinsic.
2. You are reminded to attend the selection on time and be well-prepared. Those who are absent from selection without any prior notice or approved reason will be regarded as automatic withdrawal from the program. For those who could present a proof of absence such as a doctor's note, they will be arranged to another selection.
3. Result of the selection would be announced within 14 days via email. If you don't receive the result within 14 days, please contact us directly.

Successful applicants will also receive following documents from us:

- (a) Program Confirmation Form (PCF)
- (b) Information regarding visa application



- (c) Special Programs Visa (Subclass 416) application form: Form 147

You should return the following materials by post within 7 days after receiving result of selection:

- (a) Signed PCF
- (b) Completed and signed Form 147
- (c) 1st Installment of program fee (i.e. half of the Program Fee)
 - You can submit the payment by bank transfer to our HSBC a/c and mail the receipt together with the documents; or
 - You can mail a check payable to “Intrinsic Limited” together with the documents

Those who failed to submit any of the above on time will be regarded as automatic withdrawal from the program. You may have to restart the application process by submitting a new application.

STAGE 3 – Matching

1. Upon receiving all relevant documents and payment, matching will be conducted by AIFS, the host organization in Australia, based on applicant’s preferred field(s) of internship, as well as applicant’s qualification and employer’s requirement. Applicants are not allowed to choose a specific employer.
2. This matching process may require up to 10 weeks’ time, during which applicant may be invited to an interview by potential employer. Such interview would be conducted via telephone or teleconference.
3. Once an employer confirms to offer an internship, an email will be sent to you. You have to download the contract with employer’s details from our website, sign it and return it to us within 3 working days. At the same time, you will also be asked to visit the online **Travel and Housing Session** which should be completed within 7 days.
4. Signed contract should be mailed to us together with the 2nd installment within 3 working days. You can submit the payment by either payment transfer to our HSBC a/c then scan and upload the transfer receipt; or you can mail us a check which is payable to “Intrinsic Limited”.

STAGE 4 – Visa Application

After receiving all relevant materials, AIFS will submit the visa application (visa type: Special Programs Visa (Subclass 416)) on your behalf. Processing time is between 4 and 8 weeks. If Department of Immigration and Citizenship (DIAC) requires further information (medical examination and / or criminal record check) then the process may extend longer. In the meantime, please:

1. Wait for the notice of visa approval
2. Make arrangement for your flight and housing in Australia
Basically, it is applicant’s responsibility to arrange their own housing. But, there is also a list of options they will be given as reference.

Remark: There are two types of visa on which an intern can work legally in Australia: Special Programs Visa (Subclass 416) and Working Holiday Visa (Subclass 417). Since the fee for the Special Programs Visa application is included in the program fee, therefore if an intern wishes to apply for Working Holiday Visa, a refund of HKD1500 of the Program fee will be made. However, s/he will be responsible for the filing the application and the consequence from then on.



STAGE 5 – Visa Approval

Upon receiving the notice of visa approval from AIFS via email, you have to fill out a **Travel Plan Form (TPF)** in which you have to provide information about your travel and housing arrangement. This form must be completed at least 2 weeks prior to your departure, which means you will have your travel arrangement confirmed by that time.

STAGE 6 – Pre-Departure Orientation

This is the last step before departing to Australia– the **Pre-Departure Orientation**. This orientation is conducted by Intrinsic just before your departure to Australia. It will allow you to get some valuable local information. You may even have a chance to meet with other PIA participants.

BANK INFORMATION

Hong Kong HSBC A/C: 636-379232-838

Macau HSBC A/C: 001-310929-095

Overseas applicant may also submit payment by telegraphic transfer to the following bank account:

Bank name: HSBC Hong Kong

Address: 1 Queen's Road, Central, Hong Kong SAR, China

SWIFT: HSBCHKHKKH

Acct no.: 636-379232-838

Acct name: Intrinsic Ltd.