



# HUFLIT TEACHING INTERNSHIP PROGRAM

## APPLICATION GUIDELINES

### INTRODUCTION

The Teaching Internship Program at HUFLIT provides international students with the opportunity to gain hands-on language teaching experience while immersing themselves in a multicultural academic environment. This document provides detailed guidance for applicants on how to prepare and submit a complete application.

|                          |   |   |
|--------------------------|---|---|
| <b>ELIGIBLE CRITERIA</b> | General                                       | <ul style="list-style-type: none"> <li>• Majoring in Teaching Foreign Languages, Linguistics, or a related field</li> <li>• Undergraduate students (third year and above)</li> <li>• Postgraduate students (first year and above)</li> <li>• Demonstrate strong work ethic, responsibility, and adaptability in an academic setting</li> </ul>  |
|                          | Time Commitment and Availability Requirements | <ul style="list-style-type: none"> <li>• Able to commit <b>25 hours per week</b> on campus</li> <li>• <b>Available for a duration of 2 to 12 weeks</b> during designated internship periods               <ul style="list-style-type: none"> <li>- <b>Fall/1st Trimester:</b> from September to December</li> <li>- <b>Spring/ 2nd Trimester:</b> from January to April</li> <li>- <b>Summer/ 3rd Trimester:</b> from May to August.</li> </ul> </li> </ul> |
|                          | Preference Criteria                           | <ul style="list-style-type: none"> <li>• Priority will be given to applicants who are available for the full 12-week internship</li> <li>• Preference given to native speakers of the teaching language</li> </ul>  |
|                          | Visa Eligibility                              | <ul style="list-style-type: none"> <li>• HUFLIT provides necessary support, but applicants must follow all legal procedures.</li> </ul>   |

|                             |                                  |  |
|-----------------------------|----------------------------------|--|
| <b>APPLICATION TIMELINE</b> | Application Submission           | Open year-round  |
|                             | Application Deadline             | <ul style="list-style-type: none"> <li>• <b>Trimester 1</b> (September–December): Apply by <b>June 30</b></li> <li>• <b>Trimester 2</b> (January-April): Apply by <b>October 30</b></li> <li>• <b>Trimester 3</b> (May-August): Apply by <b>February 28</b></li> </ul> |
|                             | Online Interviews                | Within <b>1 week</b> after the deadline  |
|                             | Notification of Acceptance       | Within <b>1 week</b> after interview   |
|                             | Visa Processing & Travel Support | Upon acceptance of the invitation offer  |



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| REQUIRED APPLICATION DOCUMENTS | N.o | Document  | Quantity | Notes   |
|--------------------------------|-----|---|----------|---|
|                                | 1   | Completed Online <a href="#">Application Form</a>                 | 01       |   |
|                                | 2   | Copy of valid passport  | 01       | This must be valid for at least 6 months beyond the internship period   |
|                                | 3   | Curriculum Vitae (CV)   | 01       | Highlighting academic background and teaching experience <i>(if any)</i>  |
|                                | 4   | Recommendation letter issued by your Dean or University President | 01       | Use this <a href="#">Letter Template</a>  |
|                                | 5   | Proof of Enrollment at the current university                     | 01       |   |
|                                | 6   | Official Academic Transcript                                      | 01       |   |
|                                | 7   | Introduction Video  | 01       | <p><i>Your video will last 2-5 minutes and must include:</i></p> <ul style="list-style-type: none"> <li>• A brief self-introduction</li> <li>• Responses to the following questions:               <ul style="list-style-type: none"> <li>○ What is your motivation for applying to this internship?</li> <li>○ What experiences do you have in language teaching or working with students?</li> <li>○ What do you hope to learn or achieve during the internship?</li> <li>○ What would you like to contribute to the teaching environment at HUFLIT?</li> </ul> </li> </ul> |
|                                | 8   | Home University Coordinator Information                           | 01       | Full name, Position, Email, and Phone number  |

Applicants must submit all required documents through the online application form. Please ensure all files use English, are in .PDF, .JPG, .PNG format and **labeled clearly with your full name**

### CONTACT INFORMATION

Department of External Relations  
 HUFLIT – Ho Chi Minh City University of Foreign Languages and Information Technology  
 Email: [internship@huflit.edu.vn](mailto:internship@huflit.edu.vn)  
 Website: [www.huflit.edu.vn](http://www.huflit.edu.vn)