



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.

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

APPLICATION TIMELINE	Application Submission	Open year-round
	Application Deadline	<ul style="list-style-type: none">• Trimester 1 (September–December): Apply by June 30• Trimester 2 (January–April): Apply by October 30• Trimester 3 (May–August): Apply by February 28
	Online Interviews	Within 1 week after the deadline
	Notification of Acceptance	Within 1 week 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 <u>Application Form</u>	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 <u>Letter Template</u>
	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"> • A brief self-introduction • Responses to the following questions: <ul style="list-style-type: none"> ○ What is your motivation for applying to this internship? ○ What experiences do you have in language teaching or working with students? ○ What do you hope to learn or achieve during the internship? ○ What would you like to contribute to the teaching environment at HUFLIT?
	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

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