**Notes:**

1. **For an activity to be endorsed as a Globalite Activity, you are to provide the information of the event as required in this form within 2 weeks of completion of activity. The form is to be submitted via email to** [**isas@vtc.edu.hk**](mailto:isas@vtc.edu.hk)**.**
2. **As far as possible, you are to attach in the email one or two photos taken during the activity to show that you have attended the activity. One of them would ideally be a group photo in which you are in the picture. This will help to ascertain your attendance at the event.**
3. **Insufficient information may delay your application for the activity to be endorsed.**
4. **Result of endorsement will be made known to you within 1 week of application and the decision to endorse an activity is solely at the discretion of the International Development Office.**
5. **This endorsement request does not constitute a Personal Journal. You will need to submit a separate reflection report after your request is approved to qualify for Personal Journal points.**

|  |  |
| --- | --- |
| Student name & student number: |  |

|  |  |
| --- | --- |
| Name of activity : |  |

|  |  |
| --- | --- |
| Date of activity : |  |

*\* Please include time if it is a one-day activity*

|  |  |
| --- | --- |
| Event organiser (department/faculty etc) : |  |

|  |  |
| --- | --- |
| Teacher in charge: |  |

|  |  |
| --- | --- |
| Nature of activity: |  |

*\* (E.g. seminar / talk / industrial visit / study tour)*

|  |  |
| --- | --- |
| Description of activity:  (not less than 30 words) |  |

|  |  |
| --- | --- |
| Relevance to internationlisation:  (not less than 50 words) |  |