



INTERNSHIP CHOICES SUBMISSION GUIDE

INTRODUCTION

Many thanks for applying to Pagoda's internship programme and for working on the application requirements.

We've created this guide to help you submit your internship choices correctly. **Please read and follow the instructions carefully!** You can also watch the video tutorials here: [Online](#) or [In-Person](#).

INTERNSHIP LISTINGS

Before you submit your internship choices to Pagoda, make sure to browse the internship position descriptions from the links below:

- [In-Person Internship Positions](#)
- [Online Internship Positions](#)

If you've applied for an **in-person** programme, open the in-person link. For the **online** programme, view the positions from the online link.

IMPORTANT

Please be advised that for the online programme, you CANNOT choose any of the roles from these destinations as they are for in-person participants only:

- Madrid (MAD)
- Manchester (MAN)
- Lisbon (LIS)
- Hanoi (HAN)
- Ho Chi Minh City (SG)
- Bangkok (BKK)

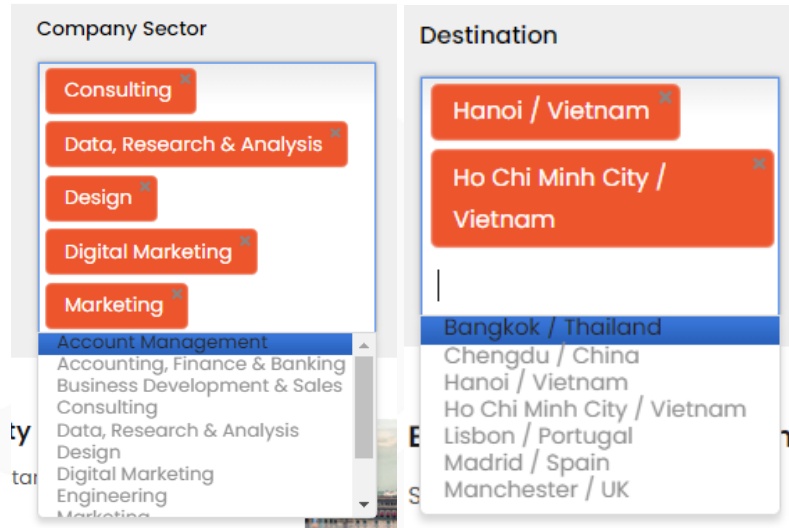
HOW TO BROWSE LISTINGS

STEP ONE - Filter the listing by Company Sector and/or Destination

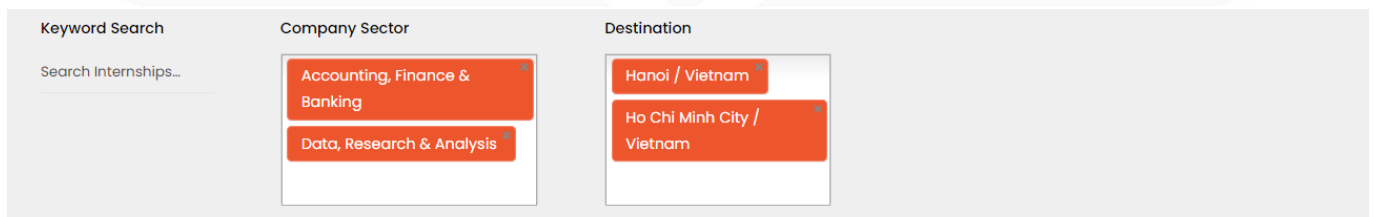
- Company Sector: Select the option/s that best fits your preferences. There is a drop down selection option.
- Destination: Select all of your preferred destinations. There is also a drop down selection option. *(Please note that not all in-person destinations are available for your programme. If you do not remember which locations are available for your programme, please reach out to your contact at Pagoda).*



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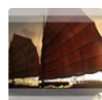


- **Destination and Company Sector:** We recommend that you use both of these filter options at the same time for a more narrowed-down list.



Finance Intern

Financial Advisory Company
Hanoi



Non Profit Project Assistant Internship

Women's Health Clinic
Hanoi



Data Analyst

International Consultancy Firm
Ho Chi Minh City



Market Research and Public Analyst Intern

International Consultancy Firm
Ho Chi Minh City



Structural Design Engineering Intern

Leading Engineering Firm
Ho Chi Minh City



Business Analyst Intern

Marketing Consultancy Organisation
Hanoi

STEP TWO - Take note of your preferences

Once you have finished sorting the positions, carefully review each role, read the descriptions, and write down which roles you'd like to apply for:

- Click the title or the icon. You will be redirected to a page where you'll see the complete details of the role.



Finance Intern

Financial Advisory Company
Hanoi

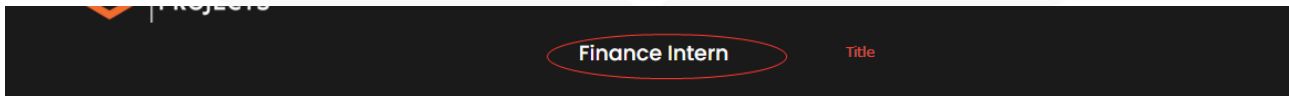
click the position title or
the icon



Market Research and Public Analyst Intern

International Consultancy Firm
Ho Chi Minh City

- On this page, you'll see the position code, organisation description, what the role is, and a description of the role and requirements.



Position Code: HANFI01

code

Organisation Description:

This company's mission is to focus on harnessing alpha returns with proper risk management mitigation parameters using the private credit market, structured loans, or asset-based financing.

Their core addressable market is the intersection of commercial and mezzanine loans and direct private equity investments.

Role:

Finance Intern

Internship Description:

Possible tasks and projects include:

- Support in building financial models and issuing analysis reports on the client's company
- Support in research, collect, synthesize, and analyze information and data with regard to the company's industry (Trend, Value chain)
- Understand the target company's financials (revenue performance, margins, capex, opex, etc.)
- Capitalize events (M&A and other financing events)
- Understand legal frameworks
- Assistance may be required in the preparation of monthly or weekly financial reports
- Develop and utilize spreadsheets, databases, and other computer applications



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Internship Requirements:

- Background in Finance or related fields
- Fluent in English
- Ability to work independently and deliver outcomes
- Organized, precise, and detail-oriented
- Comfortable working in a multicultural environment
- Expertise in numbers and good math skills are very important
- Must have knowledge of the basic principles and practices of accounting and financial analysis
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form
- Should be capable of preparing files and maintaining records and documentation
- Should have good written and oral communication skills
- Other skills required are related to problem-solving, entering and verifying data
- Knowledge of computers, various software applications, and standard office equipment

Don't exactly match these requirements? If you have the enthusiasm and want to learn – then speak to Pagoda about this position and we'll see what is possible!

- Please read these details carefully. If you're interested in the role, write down the position title and the position code (example below), as these are the key details you'll need when submitting your internship preferences to Pagoda.

- Repeat the process until you've found at least 5 - 10 positions you like. Then, proceed to the next part of this guide.

HOW TO SUBMIT YOUR INTERNSHIP CHOICES

STEP ONE: Go to this [Pagoda Internship Choices](#) submissions link

At the top of the page, you will see the links for our online and in-person internship listings:

Thank you for showing an interest in one of our Pagoda Internship Programmes!

First, please browse our internship listing descriptions here:

- Online Positions (ONLINE)
- In-Person Positions (IN-PERSON)

Then, please submit your top 5-10 choices below in order of preference.

Please be aware, the following destinations are for in-person internships only and **CANNOT** be selected for an online programme: **Madrid (MAD), Manchester (MAN), Lisbon (US), Hanoi (HAN), Ho Chi Minh City (SG), Taipei (TP) & Bangkok (BKK).**



INTERNSHIP CHOICES SUBMISSION GUIDE

Before you complete the form, please view all the relevant listings first, and take note of the positions that you like.

Please remember that if you are participating in the online programme, you **CANNOT** select any of the roles from the following destinations as they are for in-person only:

- Madrid (MAD)
- Manchester (MAN)
- Lisbon (LIS)
- Hanoi (HAN)
- Ho Chi Minh City (SG)
- Bangkok (BKK)

**Please complete the previous section first (How to Browse Listings) if you do not yet have a list of preferred roles at hand.*

STEP TWO: Complete the General Information section

Using the exact same details on your application form. Otherwise, the form will not properly link to your application in our system.

- Type in your full name

FULL NAME *

Jonmaila Mari G. Umalin

- Add the same email address that you used in your application

YOUR EMAIL (SAME EMAIL YOU USED FOR YOUR APPLICATION WITH PAGODA) *

jonmaila.umalin@pagodaprojects.com

- Select the programme format. If you are taking part in an online internship, select **online**. Otherwise, select **in-person**. If you are unsure of your programme format, please reach out to your contact at Pagoda.

PROGRAMME FORMAT *

- ONLINE
- IN-PERSON

STEP THREE: Once you have completed the General Information section, click Next to proceed

Cancel

Next



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ONLINE

If you have selected **Online** as the Programme Format, the next section should look like this:

GENERAL INFORMATION ONLINE INTERNSHIPS

PLEASE NOTE THAT THERE ARE LIMITED PLACES AVAILABLE PER DESTINATION. WE MAY NOT BE ABLE TO PLACE YOU IN ONE OF YOUR TOP INTERNSHIP CHOICES, BUT WE WILL USE YOUR SELECTIONS TO SUGGEST SIMILAR OPTIONS.
SELECT AT LEAST 5-10 OPTIONS

Cancel Previous Submit Form

STEP FOUR: Type the position code or position title that you have previously noted in this field

GENERAL INFORMATION ONLINE INTERNSHIPS

PLEASE NOTE THAT THERE ARE LIMITED PLACES AVAILABLE PER DESTINATION. WE MAY NOT BE ABLE TO PLACE YOU IN ONE OF YOUR TOP INTERNSHIP CHOICES, BUT WE WILL USE YOUR SELECTIONS TO SUGGEST SIMILAR OPTIONS.

AMDAR01 - BIM MODELLER INTERN FOR ARCHITECTURAL SERVICES FIRM

Cancel Previous Submit Form

Then, select the option that matches your choice. You will have to do this for each position. Repeat the process until you've selected 5 - 10 choices.

PLEASE NOTE THAT THERE ARE LIMITED PLACES AVAILABLE PER DESTINATION. WE MAY NOT BE ABLE TO PLACE YOU IN ONE OF YOUR TOP INTERNSHIP CHOICES, BUT WE WILL USE YOUR SELECTIONS TO SUGGEST SIMILAR OPTIONS.
SELECT AT LEAST 5-10 OPTIONS

BERBS03 - MARKET ANALYST WITH A FINANCIAL SERVICES FIRM × BERBS14 - BUSINESS ADMINISTRATION INTERN FOR ON-DEMAND NATURAL WINE DELIVERY SERVICE × COGBS03 - MARKETING ASSOCIATE FOR LOW-CARBON SPACE TOURISM ×
COGBS03 - SENIOR DATA ANALYST FOR STRATEGIC COMMUNICATIONS COMPANY × CDGHR01 - TECH RECRUITMENT AND MARKETING ASSOCIATE FOR RECRUITMENT FIRM × DQKLA01 - LEGAL INTERN FOR FULL-SERVICE LAW FIRM ×
CXGDE01 - SOCIAL MEDIA AND DESIGN AT URBAN PLANNING & ARCHITECTURAL DESIGN CONSULTANTS × DLBS03 - CHINESE SUPPLY COMPANY ×

DELFN02 - TAX & REGULATORY ADVISORY FOR BOUTIQUE CONSULTING FIRM
DELMA01 - DIGITAL MARKETING INTERN AT AN INTERNATIONAL MARKET ENTRY CONSULTANCY
DESIGN INTERNSHIP AT ENVIRONMENTALLY FRIENDLY COMPANY (REF: ZHDS29)
DIGITAL MARKETING IN A FRENCH BAKERY(REF: QDBS55)
DLBS01 - ECTD GROUP [INCORPORATED AS DEMA TRADING (DALIAN) CO. LTD.]
DLBS03 - CHINESE TRAINING AND CONSULTING FIRM
DLBS10 - LUXURY WINE DISTRIBUTOR- SALES & MARKETING INTERNSHIP
DLBS11 - CHINESE WINE DISTRIBUTOR

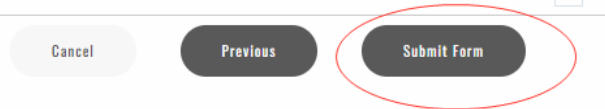
T&Cs Twitter

STEP FIVE: Click on 'Submit Form' to send us your choices

Please double-check your choices before you submit!



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You will see this message (below) once you've successfully submitted your choices. No further action is required!!

Thank you for your submission! We'll be in touch soon if we need anything else.

IN-PERSON

If you have selected **In-Person** as the Programme Format, the next section should look like this:

GENERAL INFORMATION **IN PERSON CHOICES**

PLEASE NOTE THAT THERE ARE LIMITED PLACES AVAILABLE PER DESTINATION. WE MAY NOT BE ABLE TO PLACE YOU IN ONE OF YOUR TOP INTERNSHIP CHOICES, BUT WE WILL USE YOUR SELECTIONS TO SUGGEST SIMILAR OPTIONS. PLEASE CHOOSE YOUR PREFERRED DESTINATIONS FOR THIS PROGRAMME. *

- BANGKOK, THAILAND
- CHENGDU, CHINA
- HANOI, VIETNAM
- HO CHI MINH CITY, VIETNAM
- LISBON, PORTUGAL
- MADRID, SPAIN
- MANCHESTER, UK

Cancel Previous Submit Form

STEP FOUR: Tick the box of your preferred destination/s

Or your confirmed destination if you've already been offered a place in the programme. For this guide, we will be using Ho Chi Minh City as an example.

A field will appear at the bottom of the form upon ticking each option. If you've selected two destinations, then 2 fields should appear (1 field per destination).

GENERAL INFORMATION **IN PERSON CHOICES**

PLEASE NOTE THAT THERE ARE LIMITED PLACES AVAILABLE PER DESTINATION. WE MAY NOT BE ABLE TO PLACE YOU IN ONE OF YOUR TOP INTERNSHIP CHOICES, BUT WE WILL USE YOUR SELECTIONS TO SUGGEST SIMILAR OPTIONS. PLEASE CHOOSE YOUR PREFERRED DESTINATIONS FOR THIS PROGRAMME. *

- BANGKOK, THAILAND
- CHENGDU, CHINA
- HANOI, VIETNAM
- HO CHI MINH CITY, VIETNAM
- LISBON, PORTUGAL
- MADRID, SPAIN
- MANCHESTER, UK

HO CHI MINH CITY CHOICES

SELECT AT LEAST 5-10 OPTIONS

Cancel Previous Submit Form





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STEP FIVE: Type the position code or title that you have previously noted as a preference

Then, select the option that matches your choice.

HO CHI MINH CITY, VIETNAM
 LISBON, PORTUGAL
 MADRID, SPAIN
 MANCHESTER, UK

HO CHI MINH CITY CHOICES

SGNG05 - COMMUNICATION COURSE FACILITATOR INTERN FOR A SUSTAINABLE EDUCATION NGO

NGO5

Cancel Previous Submit Form

Repeat the process until you have selected 5 - 10 choices in each destination (where applicable).

BANGKOK, THAILAND
 CHENGDU, CHINA
 HANOI, VIETNAM
 HO CHI MINH CITY, VIETNAM
 LISBON, PORTUGAL
 MADRID, SPAIN
 MANCHESTER, UK

HO CHI MINH CITY CHOICES

SELECT AT LEAST 5-10 OPTIONS

SGBS05 - EVENT PLANNING INTERNSHIP WITH SPORT AND ENTERTAINMENT EVENT MANAGEMENT COMPANY ×
 SGBS13 - RESEARCH AND DEVELOPMENT INTERN CIRCULAR ECONOMY BUSINESS CONSULTANCY ×
 SGBS03 - BUSINESS INSIGHT ANALYST WITH E-COMMERCE SERVICES PLATFORM ×
 SGBS14 - BUSINESS ANALYST WITH A GLOBAL PROFESSIONAL SERVICES FIRM ×
 SGBS04 - COMMUNITY ASSOCIATE WITH COWORKING SPACE ×

Cancel Previous Submit Form

STEP SIX: Click on 'Submit Form' to send your choices

Please double-check your choices before you submit and make sure there are no duplicate selections!

Cancel Previous **Submit Form**

You will see this message once you've successfully submitted your internship choices. No further action is required!

Thank you for your submission! We'll be in touch soon if we need anything else.

NOTE: If you are having any issues with the form, please send your internship choices (position codes and titles) to your contact at Pagoda instead!

THANKS FOR SUBMITTING YOUR INTERNSHIP CHOICES!