



Internship Management Portal for Students



Getting You Started



A New Way to Manage Your Internship

Starting from the October 2025 internship period, all internship matters will be managed on the [Internship Management Portal \(IMP\)](#). Students will no longer use MyConnexion or deal with hardcopy forms. *Everything is now done online, in one place!*

With the IMP, you can...

- Create and update your profile and upload your resume
- If you're on the open market track (*more on this in the next slide*), browse and apply for jobs directly
- View offers by companies and details of placement
- Submit Monthly Reflections, List of Skills ratings, Final Thoughts, Internship Report and Internship Presentation (only for 6-month internship)
- Monitor your internship status in real-time - view Company Supervisor's ratings on your list of skills and feedback on your competence & performance at internship.

Understanding the Open and Closed Market Approaches

Depending on your course, you'll either be placed on the open or closed market approach. What does this mean for you?

Open Market

You can browse and apply for jobs using the IMP just like a job portal. Each student is given 3 tokens. You may apply for up to 3 jobs at a time.

More about the Open Market in the next slide >>

Note:

All students, whether on the open or closed market track, **must complete** their personal profile and upload their resume.

Closed Market

Your internship placement will be assigned to you by your internship coordinator. You'll still use the IMP to manage and track your progress.

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What Happens After You Apply?

- If you're shortlisted, you may be scheduled for an interview — keep a lookout!
- If you're offered a placement, you must accept it within 7 calendar days, or the offer will expire.
- If you're not selected for a job, your application token will be returned, and you can apply for another job.
- When you receive an offer, you'll first get an interim placement letter. The final placement letter will include key info like your reporting location, Liaison Lecturer and Company Supervisor.

Reminder: Every internship listing is different, so be sure to read the job details carefully before applying!

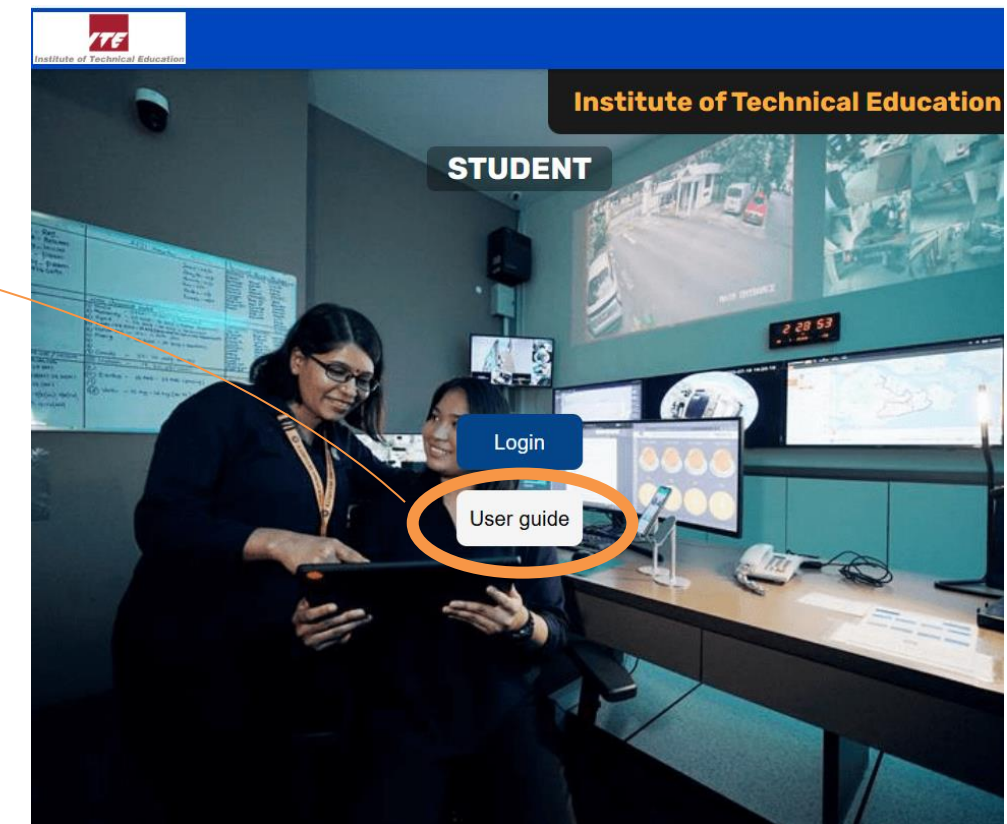
What Should I Do Now?

If you're starting your internship in October 2025 or later...

- Refer to tutorials and FAQs under *Resources for Student on* <https://www.ite.edu.sg/employers/internship>
- Log in to the IMP at <https://internshipportal.ite.edu.sg> with your ITE email address and password
- Complete your profile and upload your resume
- Complete the rest of the steps based on your open or closed market track. Use the user guide, tutorials and FAQs to help you along the way.

Resources

- <https://www.ite.edu.sg/employers/internship> (Under *Resources for Student*)
 - Step-by-step tutorials
 - FAQs
- <https://internshipportal.ite.edu.sg>
 - User Guide in the Student section
- Can't find what you're looking for in the user guide, tutorials or FAQs? Reach out to support@x0PA.com.





That's it!
Wishing you all the best in
your internship journey.

