

### OIED International Internship Checklist

Student submits all required international internship registration materials to Education Abroad before the deadline (15 working days before the start of the internship or the add/drop deadline, whichever comes sooner). - **STUDENTS SHOULD BEGIN WORKING WITH THEIR ACADEMIC DEPARTMENT REGARDING INTERNSHIP PLACEMENT APPROVAL AND CONTRACTS WELL BEFORE THIS DEADLINE.**

#### **I. Submit Signature Document Requirements (Read, Print, Sign, and Return to OIED)**

- Application Conditions
- Student Conduct Release
- Insurance Coverage Acknowledgment
- OIED Administrative Fee Acknowledgment
- Participant Agreement

#### **II. Complete Questionnaires (Complete online in their application)**

- Internship overview
- Internship Dates

#### **III. Read Learning Content (Read online through application and mark off as read)**

- Insurance Overview
- Passport Information
- Expense Planning
- General Health and Safety Overview
- Visa Agreement

#### **IV. Meet with Education Abroad Advisor to discuss internship specifics (logistics, housing, visa, travel health)**

*If international internship is approved by OIED*

#### **V. OIED certifies international component of the internship in the Internship Inventory**

#### **VI. Student attends orientation (mid April and Mid to Late November) or meets individually**

#### **VII. Student completes the following post approval application requirements**

- Flight Itinerary
- International Contact Information
- AsuLearn Health and Safety Orientation
- Passport Upload
- Health Self-Disclosure
- Smart Traveler Enrollment Program Registration
- Visit Travel Health Clinic or Physician (should start this as soon as they know about internship)
- Work with Counselling/Disability Services if applicable (should start this as soon as they know about internship)

#### **VIII. OIED registers student for International Health and Evacuation Insurance**

When looking into International Internships students should consider the following as these are areas that OIED will look at when reviewing your international internship application.

- I. Are there safety concerns in the country? If so what are they and how will I minimize them while abroad?
- II. Are there immunizations I will need and how early should I start receiving them?
- III. What is my experience in the country?
- IV. What is the primary spoken language and what is my familiarity with that language? If I am not familiar with the language, what sort of support will be provided by the host organization?
- V. What sort of assistance and support will be available to me from the internship/host organization in the event of an emergency and with daily questions that may arise?
- VI. Will I need to find my own housing or will it be provided by the internship organization?
- VII. What sort of transportation will be available from the housing to the internship site?