

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