

International Internships - Additional Requirements 2018-2019

In order to complete an international internship for credit, students must work with the Office of International Education and Development (OIED). OIED must certify the internship in the Internship Inventory before students can be registered for their internship. The OIED process is the student's responsibility and takes some time to complete. **The COB recommends students begin the process early.**

Before a student begins working with OIED, they should receive faculty approval for their internship and create a contract with their faculty in the Internship Inventory.

*The OIED application MUST be completed **15 business days prior to the start date of the internship or 15 days before the Drop/Add date, whichever comes first**, however students are encouraged to start planning for their international experience well before the deadline. Please visit the OIED [Guide Me webpages](#) to learn more about how to plan for your international experience and the [Health and Safety section](#) for information about immunizations, travel clinic appointments, etc. Many immunization series need to be started at least 6-12 weeks or more prior to travel.

OIED Approval Process:

- Complete the [OIED International Internship Application](#) available at:
- Make sure to print, sign and turn in a hard copy of all required application materials to OIED, Plemmons Student Union 321.
- For your application you will need to know your internship company & website, your supervisor name & contact information and details about your internship.
- You will need to upload a copy of your passport.
- Once your application is submitted and approved by OIED you will be asked to log back into your application to complete some post-approval steps. Please be sure to complete these in a timely fashion
- Once your application is submitted and complete, you will be charged a non-refundable \$100 fee to your student account.
- In addition to the OIED fee you will be required to purchase international health and evacuation insurance through the university. The 2019 cost is \$1.45 per day. This charge will be posted to your student account as well.