

Summer Internship Abroad



PERSONAL INFORMATION

Name _____

Gender (check one) male female Birthdate (m/d/y) ____ / ____ / 19 ____

Citizenship _____ Country of Birth _____

Social Security Number _____

Current Address (valid until _____) _____

City _____ State _____ Zip _____

Current Phone _____ Current Email _____

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone _____ Permanent Email _____

Passport number _____ Exp. Date ____ / ____ (m/y)

EMERGENCY CONTACT (REQUIRED)

Name _____ Relation to you _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

BILLING INFORMATION

Who will be paying your fees? (check as many as apply) Yourself Parents Financial Aid

Name to whom invoices should be sent _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you have any special needs that CIS should be aware of when placing you into a program?

Note: providing this information will not affect your acceptance into any CIS program.

How did you learn about CIS? _____

CURRENT ACADEMIC INFORMATION

Name of school currently attending _____

Major/Minor _____

Year in School (check one) freshman sophomore junior senior

Current cumulative GPA _____ Courses from current semester (not listed on transcript):

25 NEW SOUTH STREET, #102
NORTHAMPTON, MA 01060
USA
TOLL FREE 877.617.9090
FAX 413.582.0327

Detach and send this page and all supporting documents:

- Summer Internship Abroad Application Form
- Employer or Academic Reference Form
- Official transcripts
- \$150.00 fee is due with application

Mail to:

CIS CENTER FOR
INTERNATIONAL STUDIES
25 NEW SOUTH ST, #102
NORTHAMPTON, MA 01060
USA

PROGRAM INFORMATION

Program applying for: _____

FOR LONDON AND DUBLIN APPLICANTS:

Due to immigration regulations, all students participating in the London or Dublin Internship Programs must receive academic credit at their home institutions for this experience. Please arrange this in advance with your home institution and have the appropriate faculty or staff member sign below.

TO BE COMPLETED BY THE ACADEMIC DEAN, ACADEMIC ADVISOR, OR STUDY ABROAD ADVISOR RESPONSIBLE FOR AWARDING TRANSFER OF CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY.

"I confirm that the applicant has selected this internship program in consultation with his/her academic advisor and that this program is acceptable to this institution for credit. I also confirm that, to the best of my knowledge, the student is in good standing at our institution."

Name (Please print) _____ Signature _____

Title _____ Phone _____ Email _____

If the student will be receiving academic credit for the internship abroad, to whom should the performance evaluations be sent (registrar, academic dean, etc.)?

Name of office _____

Street Address _____

City _____ State _____ Zip _____

AGREEMENT AND WAIVER

Your signature on this application form indicates your understanding and acceptance of the following:

- I certify that all of the above information is correct, and I agree to stand by the financial, academic and conduct policies and procedures set forth by the Center for International Studies (CIS) and partner institutions/organizations.
- As CIS will be working on my behalf, I hereby authorize the release of my application and other records to its affiliated foreign institutions/organizations.
- I authorize the appropriate officials of my overseas host institution(s)/ organizations to forward records/evaluations of work I complete while abroad to CIS. They (CIS) will then release this information to the appropriate officials at my home institution.
- Furthermore, I understand that CIS and its affiliated institutions, in arranging these programs, acts only as an agent. As such, CIS, nor any of its employees, or persons, parties, organizations or agencies collaborating with them is or shall be responsible or liable for injury, loss, damage, deviation, delay, curtailment, however caused, or the consequences thereof which may occur during any travel or programs. CIS or the sponsoring institution reserves the right to cancel or alter any program or course for any reason.

Signature of applicant _____ Date _____

Reference Form



TO BE COMPLETED BY THE APPLICANT

Name of Applicant _____
 Social Security Number _____
 Program name/destination _____
 Telephone _____ Email _____

25 NEW SOUTH STREET, #102
 NORTHAMPTON, MA 01060
 USA
 TOLL FREE 877.617.9090
 FAX 413.582.0327

Under the provisions of the Family Education Rights and Privacy Act I hereby waive my right of access to this file:

Signature of applicant* _____ Date _____

**By signing you waive access to the contents of this recommendation and it will be sent directly to CIS.*

TO BE COMPLETED BY THE EMPLOYER OR ACADEMIC EVALUATOR

How long and in what capacity have you known the applicant?

Please assess according to the following criteria by checking the appropriate boxes:

	EXCELLENT	GOOD	FAIR	POOR	DO NOT KNOW	COMMENTS
Performance						
Ability to tolerate differing viewpoints						
Judgement						
Motivation						
Personal maturity						
Emotional stability						
Ability to cope with difficulties						

(please continue on reverse)

Are there any other comments that you have that we should consider when reviewing the applicant's application for an internship abroad?

I recommend this applicant for participation in an internship abroad program:

- Without reservations
- With reservations (please explain)

- I do not recommend (please explain)

Name of Evaluator _____

Title _____

Phone _____ Email _____

Thank you for your consideration.



CIS Policies & Procedures

The following policies and procedures, established by the Center for International Studies (CIS), are important to you as a candidate seeking to participate in an internship abroad. Reading and understanding them are crucial. If you have any questions about the policies and procedures, please do not hesitate to contact CIS for a thorough explanation. Your understanding of and compliance with these simple statements will ensure a safe and successful internship abroad experience.

APPLICATION PROCEDURES

CIS realizes that an internship abroad experience will change your life in many ways; the experience is both professional and cultural. Therefore, we seek applicants who will benefit professionally and socially from an internship abroad experience; personal maturity and discipline will be evaluated along with academic credentials.

Your cumulative GPA must be at least 2.5 to be accepted to a CIS Summer Internship Program. If you have a slightly lower GPA than what is required, your application will be reviewed on an individual basis. In order to be considered for admission you must complete and submit the following by the application deadline listed in the profile of each individual program:

- Application for Summer Internship Abroad
- Reference Form (completed by employer or academic evaluator—professor, advisor, Dean, etc.)
- Official copy of most current university transcript(s)
- \$150.00 non-refundable application fee (payable to CIS)

Upon submission of all the preceding documents, your application will be reviewed by our staff and a decision will be made. If necessary, CIS will forward the application to our onsite internship coordinators for approval and processing.

Within two weeks, CIS will notify you of the admissions decision. If you are accepted, you will be asked to confirm your place by submitting a confirmation deposit to CIS along with a housing damage deposit (if applicable). You will also be asked to submit a resume, personal statement, and other paperwork, the specifications of which will be included in your acceptance packet. The confirmation deposit will be applied toward your program cost and is non-refundable except under specific conditions outlined in the Refund Policies section. The housing damage deposit is refundable less any damage fees after your program. Internship placement interviews for London and Dublin will generally take place during the month of March, and interviews for Spain will be scheduled approximately 30 days after you have accepted your offer. In most cases students will be given their internship placements before arrival in the host country.

TRANSFER OF ACADEMIC CREDIT AND RECORDS

Due to immigration regulations, all students participating in the London or Dublin Internship Programs must receive academic credit at

their home institutions for this experience. *That being said, advanced planning is crucial to ensure that your home university officially approves your internship abroad experience.* Students participating in the Spain Internship Programs are not required to obtain credit at their home institutions to be eligible for the program.

After you have completed your summer internship and have made all of the appropriate payments, your home institution will be issued performance reports and/or evaluations for work completed abroad. You can expect your home university to receive these about two months after completion of the internship. Please keep in mind that your records will not be released if you have any outstanding financial obligations to the host organization or CIS.

STUDENT CONDUCT

As a guest in a foreign country, a participant in a CIS program, and a global citizen, you will be expected to conduct yourself in an appropriate manner. Your actions will not only be a reflection of your home school and CIS, but also of the United States; therefore, it is important for your own well being, as well as that of others, that you act responsibly at all times. The CIS pre-departure guide is only one component of your preparation, and it is your responsibility to research and understand all issues related to safety, health, political, cultural, and religious conditions in the host country.

You will also need to familiarize yourself with the rules and regulations of the host organization and workplace. Usually this type of information is given at the on site orientation, but it is your responsibility to be aware of this information. Any conduct that causes you to be expelled from the program will result in the forfeiture of any and all fees you have paid for your internship abroad program.

HEALTH AND INSURANCE INFORMATION

While overseas it is important that you understand the health requirements of the country. As part of your pre-departure orientation you will be informed of all issues relating to medical care, insurance and immunizations. It is also very important that you make CIS aware of any pre-existing health conditions that may impact you during your time abroad, and well before your departure. Announcement of any health conditions, either prior or existing, will not affect your admission to any of CIS' programs; quite the contrary, revealing this will allow for the host organization and CIS to make proper accommodations prior to your departure.

Medical treatment in a foreign country is not something we expect you to require, but should the need arise, we want to make sure you are adequately covered. CIS will provide an insurance policy that covers overseas medical care as well as accident insurance. The cost of all insurance, no matter where you study, is included in your program fee.

PROGRAM FEE COVERAGE

The program fees listed for all CIS Summer Internship Programs include the following:

- Internship placement and supervision
- Housing
- Airport reception
- On-site orientation
- On-site support
- Medical and accident insurance

Program fees do not include:

- Airfare
- Housing damage deposit
- Meals
- Visa and passport fees
- Spending money

PAYMENT PROCEDURES

You will receive an invoice for the balance of your fees (less the confirmation deposit) within two to three weeks of confirming your enrollment in a CIS program. The following are the payment due dates:

Program:	Full payment due by:
Spain	April 1
London and Dublin	March 1

All fees are due on these dates, or you must have made arrangements for payment (see the "Financial Aid" section if you will be using financial aid to pay for your program); by the preceding deadline, if you have not made full payment or arrangements for such, your enrollment will be withdrawn and your confirmation deposit forfeited. A \$100.00 late fee will be assessed on all late payments.

FINANCIAL AID

It is up to your home institution to decide whether or not you can utilize state and/or institutional aid. In certain cases your home university may require a "consortium agreement" to be signed between them and CIS to process your financial aid for an internship abroad. In such instances, CIS can arrange an agreement that meets the needs of your home institution.

If you will be utilizing financial aid to cover all or part of the costs to study abroad, and your financial aid officer has approved this, it is your responsibility to make arrangements for disbursement of this aid. Often, federal financial aid will be disbursed after you have already left the U.S.; therefore, you need to make arrangements for such an occurrence. Students have the option to appoint power of attorney to a close family member. This person can access their account and assist in financial matters while you are out of the country. Again, CIS will work with you to arrange payment, but you must plan for this in advance.

REFUND POLICY

Because CIS makes financial commitments on your behalf well in advance of the program start date, refunds can only be made in certain cases. For a full refund, less the application and confirmation deposit fees, **cancellation must be made to CIS in writing no later than 60 days before the start date of the program to which you have applied.** Should you decide to defer to another semester, your confirmation deposit will be transferred to that semester, but will not be refunded.

PASSPORT AND VISA REQUIREMENTS

In all countries, you will be required to possess an up-to-date passport. If you do not have a passport, you should begin the process soon as it may take up to six weeks. If you already have a passport, please check and make sure that it has not expired and will be valid through the duration of your program. With regard to visas, permits of stay and entry clearance, CIS will provide you with the appropriate forms and counseling as part of the predeparture services offered. Be advised that you may incur some fees in the visa application process, and you will need to pay these directly to the issuing consulate. In most cases, students who are US citizens will not need a visa for a summer internship abroad. If you are not a citizen of the United States, please check with the embassy of the country in which you intend to study to determine if you will need a visa during your studies.