Utah Valley University
Student Checklist for International Internships

Follow the steps outlined below. If you are pursuing a non-credit internship, it is not necessary that you complete these requirements through the university, however, this may be a useful guide for you.

- Find an internship. You may want to do this by using Wolverine Career Link or by making an appointment with Natalie Morton, the International Internship Coordinator by calling 801-863-5743.
- Complete the International Internship Application.
- Meet with the International Internship Coordinator at the Office of International & Multicultural Studies (IMS) to review your application and to obtain an approval signature.
- Obtain a signature from your site provider on the International Memorandum of Understanding and submit the signed form to The Office of International & Multicultural Studies by email, at international@uvu.edu.
- Meet with your Internship Coordinator to complete the appropriate Application for Academic Credit and to get registration approval.
- Register for your internship course.
- Submit the $25 travel registration fee & the Student Travel Abroad Registration form online no later than six weeks prior to departure. Some internships will require that the form is submitted at least two months in advance.
- Purchase required international travel medical insurance through the Office of International and Multicultural Services (IMS).
- Complete the online pre-departure training as well as the in-person cultural orientation.
- Complete all assignments given to you by your Faculty Supervisor.
- Sign and submit the Assumption of Risk and Release.

**NOTE:** Tasks that need to be completed prior to the internship experience may vary depending on the particular internship. In addition, UVU cannot guarantee academic credit for a student who does not meet the suggested timeframes. All paperwork and approvals must be obtained prior to departure.

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