Every student interested in an international internship is required to complete this application. Follow the directions below to determine which sections you need to complete, based on the type of internship you are attempting to perform.

For self-arranged internships, you will complete this application only after you have been offered an internship from the internship experience provider.

Student Information

Name ___________________________ UVID ___________________________
Major ___________________________ Minor, Emphasis ___________________________
Email ___________________________ Phone ___________________________
Status  ☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior  Cumulative GPA _____________

List Languages Spoken, Proficiency Level (Not including English)

Language ___________________________  Proficiency Level  ☐ Intermediate  ☐ Advanced
Language ___________________________  Proficiency Level  ☐ Intermediate  ☐ Advanced

List Any Previous International Experience _____________________________________________

________________________________________
Emergency contact
Name ___________________________ Relationship ___________________________
Phone ___________________________ Email ___________________________

CITIZENSHIP AND DOCUMENTATION

Please complete the following section. This information will primarily be used to assess rules, regulations, and associated documentation needed for travel to specific countries. Per university policy, please note that Utah Valley University will not approve an application nor permit internship course registration for any internship located in a country that the United States has declared is currently under a travel warning. Countries under a travel alert are permissible, however the student should give consideration to the factors of why the alert was issued. Updated information on alerts and warnings can be accessed by visiting the U.S. Department of State website at: https://travel.state.gov/content/passports/en/alertswarnings.html

Are you a U.S. Citizen? ☐ Yes  ☐ No

If not, what is your current status in the United States? [E.g. Green Card holder, Student Visa, etc.]

________________________________________
Do you have a current passport?

☐ Yes, Issuing country of passport: ___________________________ Expiration Date ______________________

***If your passport expires within six months of departure, you MUST renew your passport prior to leaving the country.

☐ No, but I have applied for one. Issuing country of passport ________________________________

☐ No, but I will have a passport six weeks prior to departure.

Please email a scanned copy of the Biographical/Face Page from your passport to Emily Tooy
Emily.tooy@uvu.edu of the IMS Office. Please contact her with any passport related questions such as timelines, requirements, etc.

What are the VISA requirements of the destination country? Do you have the required VISA? (If you have questions regarding this matter, please note that experience providers will often help students with the VISA process, however, if this is not the case, the Office of International and Multicultural Studies Office (IMS) may assist you.)

***UVU cannot guarantee that students will receive academic credit for an internship if a student attempts to acquire travel insurance less than ten days and/or a visa less than two months prior to their departure date.

Have you already arranged an international internship and are just needing university approval?

☐ Yes  ☐ No

IF YOU ANSWERED YES, PLEASE READ AND COMPLETE THE SECTION BELOW TITLED, SELF-ARRANGED INTERNSHIP. IF YOU ANSWERED NO, PLEASE SKIP TO THE SECTION TITLED, UNIVERSITY ARRANGED INTERNSHIP.
Self-Arranged Internship

Name of Internship Organization or Business ____________________________________________

Country of Organization or Business _________________________________________________

Contact Name __________________________ Contact Job Title ____________________________

Contact Address ________________________________________________________________

Contact Phone __________________________ Contact E-mail ____________________________

Internship Start and End Dates ______________________________________________________

Internship Job Title ______________________________________________________________

Internship Responsibilities _________________________________________________________

Are you receiving any monetary compensation for your internship? ☐ Yes ☐ No

If yes, please explain ______________________________________________________________

What is the estimated cost of your internship and how do you plan to cover the expense?

_______________________________________________________________________________

What is your departure date? __________________ Return date? _________________________

Please explain your housing arrangements: __________________________________________

_______________________________________________________________________________

How did you locate this internship? _________________________________________________

TRAVEL INSURANCE

You are required to purchase travel insurance before you depart for your internship. This may be obtained through the Office of International and Multicultural Studies (IMS) in LA 111. If you acquire travel insurance through the IMS office, please submit your request at least ten business days prior to your departure as coverage cannot be guaranteed if a request is submitted less than ten days before your departure. Proof of insurance will be required before internship credit will be awarded.

Does the experience provider provide travel insurance? ☐ Yes ☐ No

If requested, please provide a copy of the policy to the IMS office.
STUDENT SIGNATURE:

As a UVU student entering into an internship agreement, you agree to the following:

- Comply with the experience provider's policies, procedures and dress and grooming standards
- Adhere to the UVU Code of Conduct
- Register for an academic internship with the respective Internship Coordinator and perform the duties indicated unless released by UVU and the Experience Provider.
- Report serious problems, including safety and personnel problems, to the Director of Internship Services or the Faculty Supervisor and the experience provider
- Execute a Learning Agreement with the applicable Faculty Supervisor outlining specific learning objectives, duties and responsibilities
- Work conscientiously, under the direction of the supervisor assigned by the experience provider, submitting all reports and assignments as required

I certify that the information in this application is correct and accurate and that I have read and agree to the terms above.

______________________________________________
Student Signature                                      Date

APPROVAL SIGNATURES

The student has met the requirements for an international internship including academic merit and preparedness. The student has also obtained the required traveler’s insurance and has made adequate travel preparations.

______________________________________________
Authorized Department Representative-International & Multicultural Studies                Date
University-Arranged Internship

Please attach the following to your application packet:

- An unofficial transcript
- Resume in English and a second copy in the target language (if applicable)
- A letter of recommendation from a UVU faculty member

Proposed experience date [Fall/Spring/Summer Semester[s] and year] __________________________

Note: Please allow 3 months between application and departure date to give adequate time to arrange the internship.

Are you a US Citizen? □ Yes □ No

If not, what is your nationality? ________________________________

What is your country[s] of preference for the internship? ________________________________

Note: You may be required to pass a language proficiency test in the language of the target country, if a language other than English is spoken.

What language [besides English] do you anticipate will be spoken at the internship? _________________

__________________________________________________________

What industry do you prefer? ________________________________

Why do you want to complete an international internship? ________________________________

__________________________________________________________

What are your plans for financing your internship? ________________________________

__________________________________________________________

Please explain any medical issues or disabilities.

__________________________________________________________

__________________________________________________________

__________________________________________________________
For all internships specifically arranged by the Office of International and Multicultural Studies (IMS) there will be a $75 program fee to cover the administrative costs of setting up the internship. This fee must be paid up front before efforts to set up the internship begin. If the center is not able to find an internship for the student the $75 fee will be refunded. The student will also be required to purchase Travel Insurance, which can be purchased through the IMS Office.

As a UVU student entering into an internship agreement, you agree to the following:

- Comply with the experience provider’s policies, procedures and dress and grooming standards
- Adhere to the UVU Code of Conduct
- Register for an academic internship with the respective Internship Coordinator and perform the duties indicated unless released by UVU and the Experience Provider.
- Report serious problems, including safety and personnel problems, to the Director of Internship Services or the Faculty Supervisor and the experience provider
- Execute a Learning Agreement with the applicable UVU Faculty Supervisor outlining specific learning objectives, duties and responsibilities
- Work conscientiously, under the direction of the supervisor assigned by the experience provider, submitting all reports and assignments as required

I certify that the information in this application is accurate and that I have read and agree to the terms above.

__________________________  
Student Signature               Date

APPROVAL SIGNATURES

The student has met the requirements for an international internship including academic merit and preparedness. The student has also obtained the required traveler’s insurance and has made adequate travel preparations.

__________________________  
Authorized Department Representative-International & Multicultural Studies  Date

Following the completion of this application, the Office of International and Multicultural Studies will provide you with a proof of completion so that you can provide your Internship Coordinator a verification that you are approved for class registration.