INTERNSHIPS ABROAD PRE-DEPARTURE CHECKLIST 2024-2025

The information in this document should be used as a general guide for students. As always, programs vary greatly which may impact the timeline for your specific study abroad program. Please keep in mind, you may need to adhere to a slightly different timeline based on your program.

# 12 – 18 MONTHS PRIOR TO DEPARTING FOR STUDY ABROAD

\_\_\_\_\_ Attend a First-Step Meeting offered through Padnos International Center or access this information online by going to www.gvsu.edu/studyabroad

\_\_\_\_\_ Begin researching international internship opportunities: [Browse Programs Here](https://gvsu-study-abroad.via-trm.com/visitor-programs)

\_\_\_\_\_ Meet with your primary academic advisor to discuss your academic needs and interests. Carefully review the degree requirements you have remaining and discuss which of those courses can be completed through study abroad.

\_\_\_\_\_ Research grant and scholarship opportunities. Many scholarship applications are due 12-18 months prior to when you plan to study abroad. [Scholarships](https://www.gvsu.edu/studyabroad/scholarships-grants-535.htm)

\_\_\_\_\_ Consider your funding sources to help meet the costs associated with studying abroad.

\_\_\_\_\_ Consider making an advising appointment with Kristen Cloutier ([cloutkri@gvsu.edu](mailto:cloutkri@gvsu.edu)), PIC’s advisor for internships abroad.

# 6 - 12 MONTHS PRIOR TO DEPARTING FOR STUDY ABROAD

\_\_\_\_\_ Apply for a passport. Passport - Study Abroad - Grand Valley State University (gvsu.edu) Check to make sure your passport will not expire while you are abroad, if it will you with have to renew it. Information about renewals is also located at the previous link.

\_\_\_\_\_ Research entry requirements (visa) for the host country. You will not need to apply to the Embassy or Consulate until 90 days prior to departure, but it is important for you to read what the requirements are for entry into the host country and to become familiar with the visa application instructions. For a link to entry requirements visit the website of the Embassy or Consulate that has jurisdiction over your place of permanent residence. Your provider will assist you in this process. For countries that require an FBI background check, please note that this process could take 8-12 weeks. Also, FBI background checks are only valid for 4 months.

\_\_\_\_ Research if there are any required immunizations. Review the CDC report to see if there are any required immunizations for the country you plan to travel to. Some immunizations require a series of shots over several months. It is important to look at the requirements early in your planning. www.cdc.gov

\_\_\_\_\_ Complete your Free Application for Federal Student Aid (FAFSA) for the year you plan to be abroad. FAFSA’s priority application deadline is March 1. For additional information, contact the Financial Aid Office at (616) 331-3234 or visit their website at www.gvsu.edu/financialaid.

Summer study abroad students must also complete the Spring/Summer Application for Financial Aid, which will be available by early-March.

\_\_\_\_\_ Complete your application to study abroad in Via. [Via login](https://gvsu-study-abroad.via-trm.com/authV2/welcome)

DUE IMMEDIATELY AFTER YOU RECEIVE GVSU ACCEPTANCE IN Via

\_\_\_\_\_ Read your GVSU acceptance email carefully.

\_\_\_\_\_ Apply to the provider organization. Most students will first apply to GVSU and will apply to their provider for final approval. Keep application dates for both GVSU and your provider in your mind, as they will likely be different dates.

\_\_\_\_\_ Check your GVSU email often. PIC will be sending important information to you via email. Also check your spam box for messages from the provider.

\_\_\_\_\_ Schedule a one-on-one meeting with your internship coordinator at GVSU.

\_\_\_\_\_ Attend the required Internship Pre-Departure Orientation meeting through PIC. Your internship coordinator will email you to request your schedule and then you will receive an email listing the orientation dates and times which are available.

\_\_\_\_\_ Before you attend pre-departure orientation, [download the ISOS app](https://www.gvsu.edu/cms4/asset/EC953681-CC21-3BCC-5D86EDBFEE9DE8F3/isos_app_step_by_step_how_to.docx), using your GVSU email.

\_\_\_\_\_ Make sure that you have applied to your provider. Reach out to your advisor in PIC with any questions about this process.

# DUE 60- 90 DAYS PRIOR TO DEPARTURE

\_\_\_\_\_ Complete the Study Abroad Budget Form and Financial Aid Agreement. The Budget form is available in Via. The Financial Aid Agreement is also available in Via and is available on the PIC Pre-Departure website. Your financial aid will not be released to you if these two items are not completed.

\_\_\_\_\_ Apply for a visa (if necessary). Visa application procedures vary by country. PIC recommends you look at the application instructions from the Consulate of the host country you will study in at least 4-6 months prior to your departure so you can inform yourself of what paperwork is required and how long it may take to apply for a visa. DO NOT PUT THIS OFF. Many students make the mistake of waiting too long to apply for their visa and run the risk of not securing their visa by their departure date.

\_\_\_\_\_ If you are expecting to receive financial aid from GVSU AND your program fees are due to your study abroad program prior to the date you are scheduled to receive your financial aid, you should submit a Program Fee Deferment Request. To make this request, simply go to the PIC [Program Fee Deferment page](https://www.gvsu.edu/studyabroad/program-fee-deferment-1625.htm) and follow the instructions to submit a request.

Please submit this request at least two weeks prior to your first payment deadline. This is not an option for students participating in exchange programs.

\_\_\_\_\_ Register online through Banner for your placeholder course, IS 380 (undergraduate) or IS 680 (graduate). Please reference the IS 380/680 registration information provided on our pre-departure page. Students must be given permission to register for this placeholder course after participating in the required orientation. If you are unable to register for IS 380/680, contact your coordinator in PIC.

\_\_\_\_\_ Depending on which department your internship is located within, you may have to register for an internship course at GVSU. Be aware that this might be an additional expense. If you are unsure if that is your case, talk to your internship coordinator in PIC about this.

\_\_\_\_\_ Complete the Study Abroad Course Approval Process. Your GVSU internship coordinator will assist you with this process. Some departments are not able to provide course approvals until you receive your placement details. KEEP COPIES OF ALL YOUR COURSE APPROVALS! Reminder: you will receive credit (CR) or no credit (NC) for the courses you complete abroad. Credit (CR) will be given for courses in which you receive the equivalent of a C or better. You must take all of your courses abroad for a grade. You may not take courses on a pass/fail basis unless the program doesn’t offer an option for a grade. Please CC studyabroad@mail.gvsu.edu when you send out course approvals via email.

\_\_\_\_\_ Complete the GVSU Health form in Via in your My Forms section.

\_\_\_\_\_ Complete the GVSU Medical Insurance form in Via in your My Forms section. You will need to include your travel dates so that we can appropriately enroll you in the required health insurance.

\_\_\_\_\_ Consider enrollment in Trip Cancellation Insurance (CFAR/IFAR) to protect your investment. You will find more information on the insurance page of our website. Please note that you will need to enroll in this coverage within 21 days of making any program deposits GVSU

International Accident and Sickness Insurance - Padnos International Center - Grand Valley State University

\_\_\_\_\_ Provide PIC with a copy of your Passport Information Page. You must upload a copy of the photo page of your passport to your Passport Form in Via in your My Forms section.

\_\_\_\_\_ Early Financial Aid Refund – The Padnos International Center will work with the Financial Aid Office and Student Accounts to make sure your financial aid funds are released prior to your departure for your program. Please note that you must (1) have accepted your financial aid award; (2) submitted your Financial Aid Student Agreement; and (3) submit your study abroad expense form in Via.

\_\_\_\_\_ Make arrangements to get vaccines. For information on recommended vaccines for the country you will be studying in, visit the Center for Disease Control at www.cdc.gov. If you have questions about the vaccines, you should be getting, please contact your primary care physician or contact the GV Family Health Center.

\_\_\_\_\_ Contact your primary care physician to review any existing medical conditions. Talk with your physician about your study abroad plans. Discuss any possible risks or consequences that might be associated with traveling abroad with a medical condition. Also, discuss a plan should a complication arise while abroad.

\_\_\_\_\_ If you are taking any medication abroad, you must research if you are allowed to enter your

host country with the amount you need for the duration of your trip. Many countries require a

pre-clearance of certain kinds of medications. In some instances, you may not be allowed to bring certain medications into the host country. Failure to obtain approval may put your medications in jeopardy of being confiscated at the border. Call or email [ISOS International](http://www.internationalsos.com/) for more detailed information.

# DUE 30- 60 DAYS PRIOR TO DEPARTURE

\_\_\_\_\_ Review the U.S. State Department website for important travel, health and safety information. http://travel.state.gov.

\_\_\_\_\_ Pay the IS 380/680 course fee. The payment will be due at the regularly scheduled GVSU payment deadlines.

\_\_\_\_\_ Pay all charges posted to your GVSU student account. This includes any parking fees, library fines, tuition, program fees, or other university charges. If you fail to pay the balance due, you may be dropped from your IS 380/680 registration.

Note: Students who are participating in an exchange program where tuition and/or a program fee are paid to GVSU are asked to pay any outstanding balance in accordance with the normal GVSU tuition payment deadlines for the semester you will be abroad. Payment deadlines can be found on the Student Accounts website at: www.gvsu.edu/studentaccounts.

\_\_\_\_\_ Enter your flight details into the associated forms in Via. Do not secure your airfare until you have received formal acceptance to your provider AND have confirmed the dates you are expected to arrive in your host country.

\_\_\_\_\_ General Education credit. Students who are interested in requesting that a study abroad course meet a general education requirement, such as foundations or issues, should submit the appropriate form and supporting documentation. For detailed information and forms go to: General Education - Study Abroad - Grand Valley State University (gvsu.edu)

\_\_\_\_\_ Make arrangements for someone back at home to assist you with issues that arise while you are abroad. We recommend that you consider completing a Power of Attorney form, in order to give someone, the right to act on your behalf while you are gone. This form does need to be notarized. PIC offers Notary Public Services.

\_\_\_\_\_ Develop your packing list of items you will need to take abroad. [Packing Tips](https://www.gvsu.edu/studyabroad/packing-604.htm).

\_\_\_\_\_ If you will be abroad during an election cycle and you wish you to participate, you will need to make arrangements for an absentee ballot. For additional information, contact your local County Board of Elections or County Clerk’s Office.

\_\_\_\_\_ Secure confirmation on your in-country contact information (i.e. address, phone number, onsite contact person). Note: some Embassies/Consulates require proof of housing earlier in the process. If you need a visa and need to show proof of housing, you may need to prepare this information much earlier.

# DUE 1-2 WEEKS PRIOR TO DEPARTURE

\_\_\_\_\_ Register your travel with the US State Department by visiting http://step.state.gov/step.

\_\_\_\_\_ Notify your credit card company and bank to inform them of your planned travel overseas.

\_\_\_\_\_ Photocopy all of your important documents and cards that you will be taking with you (i.e. copy of your passport, copy of all credit/debit cards you will take, copy of your visa (if you have one), copy of your health insurance information, copy of your flight itinerary, in-country contact person, etc.). Prepare a folder for the person at home who will serve as your main contact in the event that your information is lost or stolen. It is recommended to save electronic copies.

\_\_\_\_\_ Discuss an emergency plan with your family. If there is a natural disaster or some other critical incident that takes place in your host country or city, please discuss what the plan will be to get information back home regarding your health and safety. Please keep in mind that during emergencies, most phone lines are overloaded. We recommend you look at alternative communication methods such as an email back home. If you have access to a cell phone, you may consider using this as a back-up if landlines are not accessible.

Note: PIC also recommends that at least one of your emergency contacts have a valid passport in the event of an emergency.

\_\_\_\_\_ Discuss a plan for when you will call home after you arrive in your host country. Your contacts at home will want to hear from you right away. If you do not establish a plan or you do not follow that plan, it does create stress for those back home. It is possible that you may not have easy access to a phone within the first 24-48 hours. We have also heard from students that their phones did not work, and they needed to find Wi-Fi access or calling cards in their host country. Please inform your family that the phone systems will be different, and you may not have immediate access, or it may take a day or two to figure out how to use the system. Many programs will make sure that students can contact home within the first day, but this is not always possible. Please give your family your in-country contact information so they can call you directly once you have arrived in your host country.

# REMINDERS FOR STUDENTS ABROAD FOR A SEMESTER OR ACADEMIC YEAR

\_\_\_\_\_ Transcript from your program.

Most programs send transcripts 2-4 months after the end of the program. Students who are abroad for Fall and Winter semesters may not receive a transcript once they have completed the Fall semester. Many programs only send one transcript at the end of the program. Students who are relying on being eligible to register at a new status (ex. Junior earning enough credits to register as a Senior during GVSU’s next open registration cycle), should make certain that PIC receives a transcript after the completion of your Fall semester, so that we can account for those courses. It is your responsibility to request a transcript to be sent to PIC after you complete the Fall semester. Please contact Ehren Kuzekov at kuzekove@gvsu.edu (cc your internship coordinator in PIC) to inform her that you will need your credits transferred after the Fall. Do not wait until February or March to contact PIC. At that point, it may be too late to process the transfer of credit in time for open registration.

Until we have received your transcript a grade of x will appear in mybanner. Once your transcript has been received, your grade will change from a grade of x, to a grade of C/NC representing credit/no credit based on the grade you received while abroad.

\_\_\_\_\_ If you are planning to be overseas during the Winter semester, it is important that you pay close attention to important deadlines that take place during this time.

For example:

* Priority consideration for filing the FAFSA is March 1st. If you plan to attend GVSU during the next academic year, you will not want to miss this deadline or you may jeopardize your ability to obtain Federal Financial Aid.
* Tax Returns are due April 15th (check government websites for details and forms)  Applying for Graduation if you are in your last semester at GVSU.
* Housing sign-up. If you are planning to live on-campus once you return from study abroad, you will not want to miss the priority deadline!
* Class registration. Students are allowed to sign-up for classes for the following academic year in March. If you are planning to return to GVSU, you will want to register for your classes as soon as possible. If you need assistance with classes that require a permit, please contact our office and we will help you get connected to the correct person that can assist you with your request.
* Graduate program applications. Most graduate programs seek applications between January – May. If you are graduating and interested in graduate school, research the deadlines well in advance.
* Important tests (MCAT, LSAT, GRE). Most of these tests are offered around the globe, but they all require advance registration. In order not to miss important testing dates, research this in advance!

\_\_\_\_\_ Students who are studying abroad for an academic year are reminded that the IS 380 course fee for Winter semester is due to GVSU in December. Additionally, tuition and program fees are also due in December for students attending one of GVSU’s exchange programs.

# HEALTH CARE

\_\_\_\_\_ I know who to contact in the event of an emergency while abroad and have packed the GVSU Emergency Assistance information.

\_\_\_\_\_ I have thoroughly reviewed the Center for Disease Control information and US Department of State

Country Report(s) for the countries I will be visiting. www.cdc.gov and http://travel.state.gov

\_\_\_\_\_ I understand that the availability of some prescription medications may be limited. I am bringing an

ample supply of medications that I am currently taking to last for the duration of time that I will be abroad. I have also checked with my host country’s Embassy for information on any restrictions that may apply regarding bringing prescription medication into the country.

IMPORTANT: Always pack medications in your carry-on luggage. DO NOT put prescription medication in your checked luggage.

\_\_\_\_\_ I have a copy of my prescription(s) (including information on the generic equivalent) and a letter from my physician describing the medication I will be carrying, how much I should have, and what it is for.

\_\_\_\_\_ I am aware of the recommended or required immunizations for all of the countries in which I will be traveling.

I have checked my records to ensure that I have received all routine immunizations for tetanus, diphtheria, measles, mumps, rubella, and polio.

\_\_\_\_\_ I have made arrangements to meet with a health care professional to discuss any questions or concerns I have relating to required or recommended immunizations.

\_\_\_\_\_ I have carefully reviewed my health insurance policy and understand what I am covered for in the event of illness or injury overseas. I have also explored the limitations that may apply to this policy and have considered supplemental plans that are available to me.

# DIET

\_\_\_\_\_ I know what kinds of foods are typical of the region I am visiting.

\_\_\_\_\_ I am aware of the quality of the drinking water in the region and plan to take necessary precautions for disinfecting contaminated water, if necessary. Check www.cdc.gov for more information.

\_\_\_\_\_ I understand that at times a strict vegetarian or other diet may be difficult to accommodate and have planned accordingly for this possible difficulty.

# LEGALITIES AND CUSTOMS

\_\_\_\_\_ I understand that I am subject to the laws of all the countries that I will be visiting.

\_\_\_\_\_ I understand that I am subject to the laws and customs with regard to alcohol and drug use in all countries that I will be visiting.

\_\_\_\_\_ I am aware that the sexual mores and legal and illegal practices may be different in the countries that I will be visiting.

\_\_\_\_\_ I understand that, as a U.S. citizen, if I am caught engaging in illegal activity while abroad, there is little that GVSU or the U.S. Government can do to assist me.

\_\_\_\_\_ I understand that I must comply with all U.S. export control laws and regulations while abroad. No GVSU student may engage in any export activity that is prohibited by the U.S. Department of

Commerce, the U. S. Department of State, the U.S. Department of Treasury’s Office of Foreign Assets Control, or any other government agency that enforces export laws/regulations.

For additional information, visit: http://www.gvsu.edu/grants/export-controls-17.htm

# SOURCES TO CONSULT FOR ADDITIONAL INFORMATION

Mobility International (Travelers with various disabilities)

www.miusa.org

World Health Organization

www.who.int

International Insurance (ISOS)

www.internationalsos.com

State Department Overseas Citizens Emergency Center

(202) 647-5225

www.travel.state.gov

Overseas Security Advisory Council

https://www.osac.gov/

International Association for Medical Assistance to Travelers

(

IAMAT)

www.iamat.org

The Travel Clinic

www.drwisetravel.com

Association for Safe International Road Travel (ASIRT)

www.asirt.org

# WHILE YOU ARE ABROAD

\_\_\_\_\_ Resources for emergency situations: Being Safe Abroad - Study Abroad - Grand Valley State University (gvsu.edu)

\_\_\_\_\_ Check your GVSU EMAIL regularly. We may be sending you important announcements from time to time that you will not want to miss. If your contact information changes, please make sure we are notified, or you may not receive important information.

\_\_\_\_\_ Check your host university email account if you have been assigned one. Critical and timely information may be sent to you through the host university email account. Past participants have missed critical information by not checking their assigned email accounts on a regular basis.

\_\_\_\_\_ Stay in touch with your program coordinator or Ehren Kuzekov kuzekove@gvsu.edu while you are abroad and alert us of any problems you might be having or highlights you would like to share!

\_\_\_\_\_ Students participating in a semester or yearlong program MUST remain a full-time student (equivalent to 12-15 US credits here at GVSU) the entire time you are on your study abroad program. If for any reason you go above or below the 12-15 credit block, contact Ehren Kuzekov kuzekove@gvsu.edu immediately. There may be implications that you will want to be aware of.

SUMMER APPLICANTS: Students studying abroad during the Spring/Summer semester may take variable credit, but Federal Financial Aid will only be available to students registered for a minimum of 6 credits.

# UPON YOUR RETURN

\_\_\_\_\_ Issues General Education Requirement. Students who are interested in receiving Issues Gen Ed credit for coursework completed abroad must submit the appropriate Study Abroad Reflection Essay and form to the General Education at gened@gvsu.edu.

\_\_\_\_\_ Notify the Padnos International Center of your contact information upon your return.

\_\_\_\_\_ Check with PIC to confirm that the courses you completed at your host institution match with the courses you had evaluated by GVSU faculty prior to your departure. Refer to your Study Abroad Departmental Course Approval Form for details on the courses you had preapproved.

\_\_\_\_\_ Make sure that your transcript from your host institution is sent directly to the Padnos International Center. GVSU will not grant credit for courses taken abroad without official documentation. Please note: it may take anywhere from several weeks to several months for transcripts to be sent from a host institution abroad.

\_\_\_\_\_ Send photos from your trip to Alissa Lane at laneali@gvsu.edu. We love to see photos and also use student photos in all of our publications! Consider filling out the Student Spotlights Form to be an example for future students who study/intern abroad.

\_\_\_\_\_ Check out our returned student page. This page provides you with a variety of resources to assist you during this adjustment period, as well as showing you what opportunities are available to you when you return. Returned Students - Study Abroad - Grand Valley State University (gvsu.edu)

If you have questions or concerns regarding your study abroad program, please contact the Padnos International Center to schedule an appointment.