

BEFORE LEAVING TO DO INTERNSHIPS ABROAD (except Tijuana)

All students leaving the U.S. to do an internship in ANY country must fill out the following, unless you will be going to Tijuana. For Tijuana students, see the special instructions below this list.

____ Forms #1 and #2 **must be submitted to Prof Adler before leaving.** They are in the back section of the course book for the Internship Class 495, *A Complete Guide to Internships*.

____ **Form #2A must be submitted to Prof Adler before leaving.** With Form #2A, you will submit TWO things:

____ Proof of insurance at \$50,000 accident/health level, plus evacuation/repatriation Info on purchase is at the website below:

____ fill out the 4-page form in the Study Abroad Packet including liability release signature.

http://www.isc.sdsu.edu/study_abroad/forms/agreementpacket.pdf

____ **Only IF your internship is going to ALSO cover your Study Abroad requirement: Form #3A, top half must be submitted to the I.B. Advisor in AL-208.** (Note: you will submit your contract Form #3 to the IB Advisor by the first week you begin your internship. Usually, this is a fax from your new office after you arrive abroad, or you can email a scanned copy with signatures.)

It is also suggested that you register with the U.S. Consulate or Embassy when you arrive in the country where you will be living.

BEFORE LEAVING TO DO INTERNSHIPS IN TIJUANA

____ Forms #1 and #2 **must be submitted to Prof Adler before leaving.** They are in the back section of the course book for the Internship Class 495, *A Complete Guide to Internships*.

____ **Form #2A must be submitted to Prof Adler before leaving.** With Form #2A, you will attach TWO things:

____ Proof of insurance at \$25,000 accident/health level, plus evacuation/repatriation You will see information on purchasing insurance on page 2 at the website you are directed to below:

____ Verification from the Office of International Programs that you have completed the packet described as follows:

TIJUANA INTERNSHIPS ONLY: MORE ON NEXT PAGE!

____ **Before leaving, you must submit to the Office of International Programs the 1-page form** you'll find at the following website
<http://oip.sdsu.edu/FacultyledBR.pdf>

Put Prof. Renatte K. Adler for the faculty member's name and the Int'l Business & Economics Internship Course (495) as the program. Number of students: 1
You will put your company and supervisor in Tijuana as the contact in Mexico.
This form must be turned in to the Office of International Programs, attn: Rebekah Fugati located in the new International Study Center across from the Aztec Rec. Center. Be sure to ask for verification that you turned this in because Prof. Adler must have this verification!

____ Included in your materials that you submit to the OFFICE OF INT'L PROGRAMS, you must **also fill out the 4-page Study Abroad packet**. You will see the website on page 2 of the instructions when you go to the website above. There is an important Release of Liability form in the 4 page packet, and this must ALSO be submitted to Ms. Fugati at the Office of International Programs. IGNORE anything about a T2.

____ You are also required to register with U.S. Consulate in Tijuana.

____ **Only IF your internship is going to ALSO cover your Study Abroad requirement: Be sure to submit Form #3A, top half only must be submitted to the I.B. Advisor in AL-208.** (Note: you will submit your contract Form #3 to the IB Advisor by the first week you begin your internship. Usually, this is a fax from your new office after you arrive abroad, or you can email a scanned copy with signatures.)