Steps for a student to intern abroad:

☐ Student meets with the department internship coordinator to identify if experience is academically qualified to receive department credit. If the experience is approved by the department as an academically sound internship that they would like the student to receive credit for, students may proceed with the following steps.

☐ The student meets with Christopher Quinlan (204F) in the Kennedy Center
  ☐ Student will need to fill out online form at kennedy.byu.edu/apply
    i. Select semester/term→Internship→Individual Experience
    ii. There is a $35 application fee in addition to the required documents
  ☐ Student will need to complete the Individual Experience Proposal form and retrieve department internship coordinator signature (location will be approved at this time)
  ☐ Student will need to complete the Student Registration Form and retrieve signature(s) from faculty who will be overseeing the courses for the Individual Experience and assigning the student a grade for them. By signing the form, faculty take academic responsibility for the student while the student is abroad.

☐ If the host country is on BYU’s Travel Restrictions List (http://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list), the student will need to fill out the Petition for Travel to a Country on BYU’s Restricted List and email it to both Chris and his assistant.

☐ The student brings all completed forms to Chris’s assistant (101 HRCB).

☐ Christopher accepts the online form; the Honor Code Office approves it (may take a few days).

☐ The student should note that they will be in communication with Chris and his assistant throughout the IE application process. During the process, if the student goes three weeks without responding to emails from Chris/his assistant, they will be denied from the IE program and will have to contact Chris and his assistant to discuss being readmitted.

☐ The student must get the Memorandum of Understanding signed by their experience provider. Then the student will bring or email the form to Chris’s assistant. If the internship provider is based in the U.S. (which they might be even though the student’s internship is international), the student will use the standard agreement, found here:
  https://intern.byu.edu/sites/intern.byu.edu/files/files/InternshipMasterAgreement.pdf If the experience provider is based in a country other than the U.S., the student will use the international agreement, found here:
  https://intern.byu.edu/sites/intern.byu.edu/files/files/InternationalInternshipAffiliation_0.pdf

☐ The student fills out 4 forms online (acceptance, immunization, conditions of participation, and risk & release). The forms are found by going to the online application→Continue→View (under Available Actions)→ISP Checklist.
Student completes the **online noncredit cultural preparation seminar** and attends the **security briefing**. If the student is going to a country on the restricted travel list, they must have their security petition cleared before contacting the International Security Office about a briefing.

Student will bring a **copy of their passport** to Chris’s assistant and email a **copy of their flight itinerary** to isp@byu.edu.

Student email their information for **HTH Health Insurance** to isp@byu.edu and CC Chris’s assistant on the email. The information needed is the student’s name, net ID or BYU ID number, date of birth, country they’re traveling to and the exact dates they will be there. If the student needs to get HTH for a **spouse or dependent**, they should send in that information for them too.

The cost for dependents is more than for students. If the spouse is not a student (at any college; it doesn’t have to be BYU), they will have to be listed as the student’s dependent and charged the higher rate. The fee will be approximately $200 for a semester ($50 per month and $15 a week). Insurance will not be prorated unless the Individual Experience is less than four weeks long.

Questions regarding HTH should be sent to hthinsurance@byu.edu.

Kennedy Center (Lauren Chung-Hoon, isp_registrar@byu.edu) registers the student in the course(s).

Students will create a travel plan and enter their travel information (transportation, accommodations, activities) into BYU’s security system, ITMS: https://hilt.byu.edu/webapp/itms/travelplan/home. This is a requirement from the university.

Student is responsible for researching host country’s visa requirements and working with their internship provider to obtain a visa if necessary. ISP does not assist with visas or reimburse students for them.

Student will email Christopher Quinlan any changes to their local address or telephone number while in the field.

While on the experience, the student gives Christopher Quinlan 72 hours notice of any planned trips out of the internship area when traveling in or to a country on BYU’s Travel Restrictions List (http://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list). All such travel must be pre-approved for the safety of student.

Chris Quinlan: christopher_quinlan@byu.edu

Chris’s assistant: isp_assistant@byu.edu