



For Office Use Only

- Approved Date _____
- Redraft Date _____
- Declined Date _____
- Security Date _____
- Registered Date _____

Proposal for an Individual Experience

Student Information

Name:	Last	First	BYU ID
-------	------	-------	--------

Phone:	Home	Cell	Email
--------	------	------	-------

Experience Information

Country	City	Organization Name
---------	------	-------------------

Address	Web Address
---------	-------------

Supervisor in the field:	Name	Phone	Email
--------------------------	------	-------	-------

Experience Dates	Fall/Winter/Spring/Summer and Year
------------------	------------------------------------

Housing address & contact information in the field (phone at apartment or home, cell phone)

Type of work with experience provider _____

List any language or international experience: _____

Academic Information

Department	Major	Minor
------------	-------	-------

Proposed BYU Credits to be taken in the field (Econ 399R, BusM 199R, etc.)

Signature of Department Internship Coordinator

Preparation Steps for an International Experience

Application Process (3 months prior to departure)

Students apply for an **Individual Experience** through International Study Programs (ISP) at <http://kennedy.byu.edu/apply> for the term/semester they will be enrolled for their international credits. ISP will not continue to advise you until your application is complete.

Registration for BYU credit earned while abroad will occur through the **ISP Registration Form**. ISP serves at the registrar for any BYU credit earned while students are outside of the United States. With departmental approval, courses from any department can be set up as study abroad sections through ISP. **ISP Registration Forms** are obtained from Chris's assistant. **Students are responsible for turning in completed ISP Registration Forms to Chris's assistant.**

In conjunction with this, students should check with their Department Internship Coordinator to assure that the experience focus is in line with the department's academic focus. A list of Department Internship Coordinators can be found at: <https://intern.byu.edu/sites/intern.byu.edu/files/files/CoordinatorContactInfo.pdf>. This **Proposal for an Individual Experience Form** should be signed by the department internship coordinator and returned with the **ISP Registration Form**.

Pre-Departure Preparation (2 months prior to departure)

Students must attend a security briefing. They must also complete an online cultural preparation seminar to prepare them to do business in an international setting.

International Health Insurance (1 month prior to departure)

Student will enroll in **GeoBlue International Health Insurance**. Visit <http://travelsmart.byu.edu/content/health-and-insurance> and fill out the form under the "Health and Insurance" and "International Medical Insurance" tab. The cost is approximately \$20/week. Questions regarding GeoBlue should be sent to isp@byu.edu. **Students should not withdraw from their primary domestic insurance carrier, as GeoBlue International Health Insurance is only supplemental.**

BYU International Travel Policy

BYU's first priority in sending students abroad is personal safety and security. Students should review the BYU Travel Policy on the Kennedy Center TravelSmart page for travel and international updates: travelsmart.byu.edu. Students will not be able to participate in internships, study, fieldwork, or any activities where the BYU Travel Policy has a travel restriction unless approval is granted.

ISP Individual Experience Assistance

Students should work with Christopher Quinlan's assistant in International Study Programs for completing all of the above. Contact his assistant at quinlan_assistant@byu.edu; 101 HRCB; 801-422-1541.