



ISP International Internship Checklist

*The following preparation steps are necessary for any student completing an **ISP Individual Experience Internship (IE)**, **Weidman Center Global Internship**, or **designated noncredit internship**.*

Individual Experience Internships include individualized internships, projects, research, studies, or academic experiences that do not fit into existing BYU international study or internship programs. This independent option allows students to customize their own international, cross-cultural learning for BYU academic credit. Internships are secured by the individual student and are often found by looking for ideas online and by networking with faculty, friends, and other students. Internships in all industries and academic disciplines may be used in this program.

Like the IE program, Weidman Center Global Internships include independent academic experiences. However, unlike the IE program, these internships are sponsored by the Weidman Center for Global Leadership in connection with the Ira A. Fulton College of Engineering and Technology. Additional steps may be required by the Weidman Center (sot_advisement@byu.edu).

- Student meets with the ISP program facilitator in 101 HRCB (contact information at end of checklist).
 - Student will need to fill out **online form** at kennedy.byu.edu/apply.
 - i. Select semester/term→Internship→Individual Experience (or Weidman / Noncredit).
 - ii. There is a \$35 application fee in addition to the required documents.
 - Student meets with their department internship coordinator to confirm whether the experience is academically qualified to receive department credit. Student will need to complete the program **Proposal** form and retrieve department internship coordinator signature.*
 - 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 **Security Petition for an Internship or Other Academic Experience** and email it to the ISP program facilitator.
- Student brings all completed forms to the program facilitator (101 HRCB).
- ISP program facilitator accepts the online form; the Honor Code Office approves it** (may take a few days).

- Once the Honor Code office grants approval, 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. They will not appear until after your application has been accepted and approved.
- Student completes the **online noncredit cultural preparation seminar** (Learning Suite→Communities→IE Pre-Departure Course (we have to add you before you can see it))
- Student attends a **security briefing and Title IX presentation**. 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. We usually organize a few days each semester for these.
- Student will bring in or email a **copy of their passport** to the ISP program facilitator.
- 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. DO NOT cancel your domestic health insurance.*
- Student will create a travel plan and enter their travel itinerary and contact information into BYU’s security system, the International Travel Management System (**ITMS**): itms.byu.edu. This plan is a requirement from the university and should be kept updated while the student is in the field.
- The student must get the **Memorandum of Understanding** signed by their experience provider. Then the student will bring or email the form to the ISP program facilitator. If the internship provider is based in the United States (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 United States, the student will use the international agreement, found here: https://intern.byu.edu/sites/intern.byu.edu/files/files/InternationalInternshipAffiliation_0.pdf (Required for noncredit interns if their internship is with a nonacademic institution abroad)
- ISP registrar will register the student in their requested course(s). Please do not register yourself in these or any other courses for the time you are out of the US.
- Student is responsible for researching the 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.**
- While on the experience, the student gives the ISP program facilitator at least 72-hour 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 requires an additional petition and must be preapproved for the safety of student.

* Not required for Weidman Interns. IIS form from the School of Technology is required.

† Not required for Noncredit Interns.

ISP program facilitators: quinlan_assistant@byu.edu and isp_assistant2@byu.edu