

Checklist Internship or Service Learning:

1. Student must sign in. IO reviews the student's account; there is a selection of 1 program; student receives print out of his/her respective host country's CDC report, walks through application process, student must sign agreement (below) or cancel consultation. Student fills out data and ½ of budget sheet.
  - a. Materials: Log in sheet; data sheet; print out of procedure, student account, budget sheet, and websites.
  - b. Student Action: Must apply before next consultation and set next appointment.
2. Student must sign in. IO requests student disciplinary status from Dean of Men. IO must complete home school nomination. IO reviews legal documents that apply for student signature, reviews visa process if applicable, reviews passport process if applicable. If student has worked it out with their department to receive credit, then student must sign transfer of credit form and CSRT Form. Lastly, phone, money, safety, communication and repatriation is discussed with student. Complete home school nomination.
  - a. Materials: CSRT Form, request for disciplinary form, student registration form and risk and responsibility form.
  - b. Student Action: Student must send itinerary to the International Office before departing, must email upon arrival and must preregister online to include sending an email to the department chair for their pin.

*General Rule: 'Spring Break,' 'Winter Break' or Summer are options for service learning & Summer is the only option for an Internship.*

**Agreement:**

By signing this agreement, the signer understands the penalty for canceling the study abroad process after the second consultation. The signer also understands the penalty of loss of contact with the international office while in the study abroad process for over 30 days. Students canceling study abroad process after second consultation will incur \$25 fee on your student account. If the student is out of contact with the International Office for more than 30 days while in the study abroad process, a charge of 25\$ will be billed to your student account.

Signee Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Signee Date: \_\_\_\_\_

**Example Email:**

Greetings International Office,

My name is \_\_\_\_, my student ID is \_\_\_\_ and I would like to discontinue the study abroad process. My initial consult date was \_\_\_\_\_. OR My name is \_\_\_\_, my student ID is \_\_\_\_ and I would like to reschedule my appointment. My latest consult date was \_\_\_\_\_. I would like to reschedule for \_\_\_\_\_ (within 30 days.)

Best,

\_\_\_\_\_

Data Sheet:

	ID # <b>1DB</b>
	First Name <b>1DB</b>
	Last Name <b>1DB</b>
	Phone # <b>1DB</b>
	Initial Consult Date <b>1DB</b>
	Program Start Date <b>3DB</b>
	Program End Date <b>3DB</b>
	Discontinued <b>3DB</b>
	Classification <b>1DB</b>
	Major <b>1DB</b>
	Program Company <b>3DB</b>
	Region <b>3DB</b>
	Country <b>3DB</b>
	Address <b>3DB</b>
	Period <b>3DB</b>
	Mode of Funding <b>3DB</b>
	Email Address <b>1DB</b>
	Bachelors/Master/Doctorate <b>3DB</b>
	Course Approval Complete <b>3DB</b>
	Program Responses <b>3DB</b>
	Disciplinary Form <b>3DB</b>
	Home School Nomination <b>3DB</b>
	CSRT (semester or year only) <b>3DB</b>
	Year of Travel <b>3DB</b>

Budget Sheet:

Key:  
**Bold**= Student Responsibility    Regular= Study Abroad Responsibility

<b>Passport</b>	
<b>Visa</b>	
<b>Program Deposit</b>	
<b>Daily Living Expenses</b>	
<b>Insurance</b>	
<b>Airfare</b>	
<b>Immunization</b>	
<b>Program Fee</b>	
<b>Program Cost</b>	
<b>Housing</b>	
<b>Course Materials</b>	
<b>Meals</b>	

Program Chosen:

**Communication Procedure:** Changes to Class Schedule necessitates you make contact with the international office. Changes to flight schedule necessitates you make contact with the international Office. When you land you must email the international office. You must contact the international office if you anticipate a conflict with any individual. The International Office has a response time of 5 business days. It is not typical for the International Office to contact you while abroad unless you are a yearlong student. If you are a yearlong student you will have a mandatory skype check-in. If the International Office interacts with anyone in your program while the student is abroad it is the program advisor. The International Office expects you to register with the State Department, so we have a contact in the embassy. This is something that cannot be done on your behalf, as a student will be sharing personal information.

**Re-entry Procedure:** It is your responsibility to pre- register for the semester of your return. While the CSRT fee holds your position at Hampton University while away, if you want the benefit of ensuring a class you need to pre-register. Also, the International Office is not responsible for securing housing at Hampton University for the upcoming semester, you must email the Dean of Men to hold specific housing. Lastly, the International Office does not retrieve pin numbers for students from respective departments. The student must email their department chair if they do not know their advisor for their pin. While it is not required, send pictures to the International Office of your trip. You may be called upon to volunteer at events or volunteer in the International Office.