In order to participate in the Global Internship Program, there are certain eligibility requirements you must meet. By signing this form, you give your permission for us to check your records to confirm that you meet these overall requirements:

- You must be a full-time Georgia Tech degree-seeking student.
- You must have a minimum GPA of 2.0 and be in Good Academic Standing.
- You must be in good standing with the Office of Student Affairs and Housing. Your eligibility is based on your disciplinary record.
- Undergraduates must be at least 18 years of age and have completed at least two semesters of study at GT prior to departure. Graduate students must be at least 18 years of age and have completed at least one semester of study at GT prior to departure.
- If you are a graduate student, you must have approval from your academic department to participate in the internship/co-op.
- Your internship should not take place in a country currently under a U.S. State Department Travel Warning.

Participating in Georgia Tech’s Global Internship Program requires that students show initiative, organization, and diligence. The Global Internship Advisor will advise and prepare students as best as possible; however, it is ultimately the students’ responsibility to prepare for their absence from campus and to prepare for the overseas experience, as all campus obligations, international internships, and host country requirements vary considerably student-to-student. As a participant in the Global Internship Program, you are expected to understand and complete the following items:

- **Register your Global Internship with Georgia Tech**
  - Follow and complete all steps on the *How to Register your Global Internship* page to ensure that you are registered in the proper Georgia Tech course while interning abroad ([http://oie.gatech.edu/content/how-register-your-global-internship](http://oie.gatech.edu/content/how-register-your-global-internship)).

- **Committing to your employer**
  - Once you accept an offer in any way, including verbally, we will expect you to honor your commitment. After accepting an offer, inform other employers with whom you have pending offers, that you are no longer interested. It is never ethical to accept a job offer and continue actively seeking employment until a better offer comes along. This behavior will damage your professional reputation and reflect negatively on Georgia Tech.

- **Discuss your plans with your academic advisor**
  - An internship is a valuable academic experience and should be a complement to your on-campus studies. It is important that you discuss your participation in an overseas internship with your academic advisor to ensure that this experience fits into your overall degree plans and will not negatively impact your degree progress.
Visa

- A visa, usually in the form of a stamp or sticker in your passport, gives you permission to enter a specific country and stay there for a determined period of time. Visas vary greatly from country to country (and from applicant to applicant). To verify the specific visa you will need, it is important to communicate with the nearest consulate in the U.S. of the country where you will intern. While Americans (and some other nationalities) are able to travel freely for up to 90 days in many countries on a tourist visa, you may need a student or work visa if you plan to intern in the same country. Also, be aware that, depending on your host country, you may require a residence permit, which is obtained upon arrival.

- The Global Internship Program does not process or issue visas for students. We are here to advise and assist students with the process, but obtaining a visa is ultimately the responsibility of the student going abroad. Many host companies and organizations will help you with your visa and/or work permit, but be prepared to research this on your own and be proactive. Depending on the country and your nationality, visas can take multiple months to be processed, so plan ahead and do not delay the process. The U.S. Department of State also has a good resource for entry/exit requirements: [http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

Insurance

All students (US citizens and international students) going abroad on a Georgia Tech program are required by the University System of Georgia to carry overseas insurance (which includes travel, medical, security, evacuation, and repatriation benefits). GT has partnered with CISI to offer extremely affordable insurance to students traveling overseas. Students who register with the Global Internship Program will automatically be charged $165 for each fall or spring term, and/or $125 for each summer term. This charge will appear on your GT Bursar account. Additionally, if you are an international student going abroad and you have the GT Student Health Insurance Plan, please keep in mind that you will continue to be charged for this insurance as usual. This insurance and its fee are not related to the Global Internship Program. If you have any questions or concerns about your Student Health Insurance Plan, you may contact Jennifer White in Stamps Health Services.

GIP Pre-Departure Orientation

- Complete the GIP Pre-Departure Orientation, which covers pertinent issues, such as health, safety, finances, logistics, and cultural adjustment. The GIP Advisor will send additional information about this to participants.

Research Host Country

- Read local news; research host country laws; determine if you need any specific vaccinations ([www.cdc.gov](http://www.cdc.gov)); determine the most notable differences in cultural norms; and review travel tips from the U.S. Department of State: ([http://travel.state.gov](http://travel.state.gov)). Another great resource is the GoinGlobal website, which must be accessed through the Career Services website: [http://career.gatech.edu/pages/careertools.php](http://career.gatech.edu/pages/careertools.php)

Cancel Housing

- If living in Georgia Tech housing, you may be excused from your Georgia Tech Department of Housing contract by enrolling in the Global Internship Program course. Contact the Global Internship Advisor
to pick up the cancelation form to deliver to the Department of Housing. If living off campus, be sure to communicate with your landlord and/or roommates in a timely manner.

- **Financial Aid, Parking, Insurance, etc.**
  - Consult with relevant offices on campus to see if/how your absence from campus may affect your financial aid, parking permit, etc.

- **F & J International Students: Consult with an International Student Advisor**
  - If you are an F-1 or J-1 international student interning abroad during the fall or spring, you must be registered for a full-time internship to maintain your full-time student status with Georgia Tech. Speak to an advisor in the Office of International Education’s International Student & Scholar Services for detailed information about the status of your I-20 ([info@oie.gatech.edu](mailto:info@oie.gatech.edu) or 404.894.7475).

- **Required Forms While Abroad**
  - Within the first two weeks of your term, use this online form to provide your local contact information to the Global Internship Advisor: [https://oie2.gatech.edu/content/gip-overseas-contact-information](https://oie2.gatech.edu/content/gip-overseas-contact-information)
  - At the beginning of your work term, complete the *Global Internship Assignment Record* on CareerBuzz. Discuss your goals with your supervisor and submit the completed report by the third week of work.
  - At the end of your work term: Complete the *Global Internship Work Report* on CareerBuzz. Also, ask your supervisor to complete the *Global Internship Student Performance Evaluation* on CareerBuzz.

- **Stay Connected to Campus**
  - Check your campus e-mail account while abroad so that you don’t miss course registration, housing, financial aid and parking deadlines which will occur during your work terms. Maintain regular contact with your Global Internship Advisor to discuss problems or questions that may arise.

As a Georgia Tech Global Internship Program participant, I understand, acknowledge, and accept all of the terms and tasks listed in this document. I understand that the Global Internship Program staff will assist me with these steps, but that it is ultimately my responsibility to complete them all.

Student’s Signature ____________________________________________ Date _________________