Global Internship Program Checklist

I. Initial steps for registering your Global Internship:

- A. Create your International Education Account through our ATLAS system (https://atlas.gatech.edu):
  1. Select “Global Internship Program”, read the registration information, and select “Register Global Internship”.
  2. Log into the system using your Georgia Tech credentials and create an account that you will use to log-in in the future.
  3. Fill out your personal “Profile” and internship “Itinerary” information. Please note, you cannot complete a global internship during your final semester at Georgia Tech.
  4. Review the information presented, and please upload the following:
     - **Signature Documents**
       - GIP Consent for the Collection and Processing of Sensitive Data for the EU (only for students interning in the EU)
       - GIP Optional In-Person Outbound Orientation (RSVP for an orientation date listed)
       - GIP: Assumption of Risk, Waiver, Covenant Not to Sue, Indemnity and Release (electronic signature)
       - GIP: Eligibility Requirements (electronic signature)
       - GIP: Expectations Agreement (electronic signature)
     - **Assessments**
       - GIP Pre-Departure Orientation Quiz
     - **Questionnaires**
       - GIP: Application – please fill out all relevant fields
       - GIP: Graduate Student Approval (only for graduate students)
       - GIP Offer letter/email – Must include company contact information, dates of work, compensation

- B. If applicable, make an appointment with additional campus advisors to approve Global Internship in order to obtain a permit to register for your class. Please make sure you have completed the above steps before making an appointment for internship approval.
  - If you’re an Int’l Plan student, you will need to have your IP approval letter signed.
  - If you’re a Masters of PhD candidate, you will need an academic department approval. You can find the relevant form under the “Questionnaires” section of your ATLAS application.

II. Steps to complete upon completion of your ATLAS application and before you go on assignment:

- A. You will be issued mandatory insurance through CISI and charged to your Bursar account. Insurance costs $125 for a summer and $165 for a semester.
- B. Attend the Pre-Departure Orientation you signed up for on ATLAS.
- C. Obtain the necessary visas and work permits needed for your international work assignment (Please be aware some visas require lengthy processing and plan your schedule accordingly).
- D. Visit Georgia Tech Housing, Financial Aid and the Parking Office to discuss changes resulting from your international internship assignment.
- E. Research your host country – language, culture, news, and work expectations. You will likely be working in an unfamiliar environment, you will need to prepare just as you would for an internship in the United States.
  - Review Center for Disease Control (CDC) website (www.cdc.gov)
  - Review Department of State Travel website (www.travel.state.gov)

III. Requirements for obtaining successful audit credit for each work term:

- A. Register for the international internship/co-op course via OSCAR before end of registration.
  
  CRS ____________  CRN ____________  Deadline to Register ______________

- B. **At the beginning of your work term (within the first 3 weeks):** Log-in to your ATLAS account and complete the Global Internship Verification Form. Fill out your personal and supervisor emergency contact information. You may also leave any questions or concerns you may have for your advisor.

- C. **At the end of your work term:** You will be contacted to complete the Global Internship Work Report.

- D. **At the end of your work term:** Ask your supervisor to complete the Global Internship Student Performance Evaluation or a comparable evaluation form.

  Please remember to check your campus e-mail account while you are away 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.

IV. Special procedures for international students on F-1 or J-1 visas:

If you’re interning in the fall or spring semester, you must be registered for a full time internship to maintain your full-time student status with the Georgia Institute of Technology. You must speak to an advisor in the Office of International Education’s International Student & Scholar Services department about the ramifications of you leaving the U.S. Visit our website for more information or to set up an appointment: https://oie.gatech.edu/issis/home