

Internship & Career Services

129 Manwaring Center • Rexburg, ID • 83460-0765 • Phone: (208) 496-9801

**Student Guidelines for Exceptions Documentation**

**President’s Council Exception for International Internship**

These guidelines must be followed when submitting documents for an internship exception. All documents should be written in essay format.

**Please note:** International internships require special handling due to potential risks associated with travel/living outside the U.S. Please be aware that this process can take a few weeks. Any expenditures made prior to final approval and authorization for credit may be at risk in the event that your internship is denied. You are encouraged to research travel restrictions for any potential internship location you are considering by visiting <http://travel.state.gov/content/travel/en.html> or <http://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list> .

**The Following two items must be submitted before your internship will be approved for registration:**

**PROOF OF INSURANCE** –

* You must complete and sign the “Acknowledgement of International Health Insurance” form and submit it with your request. Please find this form at [International Internship Insurance Form](file:///C:\Users\bellistm\Downloads\Acknowledgement%20of%20International%20Health%20Insurance%20%20(1).pdf).
* If your internship is approved you must also purchase GeoBlue Insurance for international travel. Contact Travel Admin (208 496-1974) to enroll, then submit your enrollment document to us for confirmation. (If you are from the country you are interning in you will not need to purchase the GeoBlue insurance.)

**REQUEST LETTER – Requirements & Guidelines**

This letter should be submitted with or shortly after your internship form. Address your letter to Internship & Career Services. Include the following information:

* Company/Organization for which you’ll be interning
* Name and contact information of on-site supervisor
* Internship location (city, country)
* Dates of travel
* Costs of travel, lodging, fees for program, travel documents and how you plan to pay these expenses
* How you found the position
* How many hours you will be working/work schedule
* Benefits of the internship
* How the internship meets your educational goals
* How the internship enhances your employability after graduation
* Who you will be traveling with (to the location, and during your stay)
* What you will do in your free time while there
* Any additional travel you will be doing during your internship (this must receive separate advance approval)
* Brief outline of previous international travel experience(s)
* Housing arrangements
* Language requirements and your fluency
* Logistics of church attendance (chapels/Branches/wards nearby? Church leaders contacted?)
* Name and relationship of anyone you know who lives there
* Are your parents aware and supportive of your plans to travel internationally?

Please include as much information as possible to help us understand the nature of your internship, travel experiences and plans. You may be asked to meet with the Academic Vice President regarding your request.