

# Internship Program Approval Form

Please complete Section 1 yourself and then visit your home university advisor to discuss your study abroad plans and to have section 2 completed (if applicable):

SECTION 1

STUDENT'S FULL NAME \_\_\_\_\_

**10-Week Internship**

Add-on credit for this program is available through Chapman University. Do you wish to receive this credit?  Yes  No

**6-Week Internship**

Add-on credit for this program is available through Chapman University. Do you wish to receive this credit?  Yes  No

**Custom Date Internship** - Do you plan on arranging credit through your home institution for this program?  Yes  No  
(Credit is not provided by Chapman University for this program.)

STUDENT STATUS AND PROGRAM INFORMATION

Please indicate here if you are currently undertaking a degree program or if you have graduated.

I am undertaking a degree program at my home institution. (Please have your Study Abroad or International Programs Advisor complete the following Advisor and Participant Academic Standing section.)

I have graduated and am participating on this program on my own.  
(Please skip the Advisor, Participant Academic Standing and Credit Transfer sections below and send this form to GlobaLinks Learning Abroad.)

SECTION 2

**Please visit your home institution study abroad/international program advisor, or other authorized campus official, to discuss your study abroad plans and to have the following sections completed.**

STUDY ABROAD / INTERNATIONAL PROGRAMS ADVISOR

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

Title: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Name of Office: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

ACADEMIC STANDING (To be completed by the home institution advisor.)

1. Is this student seeking a degree at the home institution?  Yes  No
2. Is the student considered to be in good academic standing?  Yes  No
3. Has this student ever been involved in any serious legal or disciplinary action while attending your institution?  Yes  No  Unknown (if yes, provide the official record)
4. Does this student have the home institution's approval to study abroad on this program?  Yes  No

CREDIT TRANSFER

(For students attending the 10-Week or 6-Week Internship Program who wish to transfer credit, you must have this section completed by your home institution advisor.)

1. The home institution will transfer credits:  Yes  No  Unknown at this time, as approval will be determined when internship is arranged
2. The home institution will transfer credits if the student receives passing marks (students will receive a letter grade for their internship):  Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN FORM TO:

ISA Internships  
12050 N. Pecos St. Suite 320  
Westminster, CO 80234  
internships@studiesabroad.com

