

Full name:
Last First Middle

Year in School: Freshman Sophomore Junior Senior Graduate

Term(s) of Study Abroad:
 Winter Summer Session A Summer Session B Fall
 Spring Summer I Summer II Summer C

Term of Internship:
 Winter Spring Summer I Summer II Fall

Internship placement will fulfill:
 Degree requirements Elective requirements No academic requirements

Type of Internship:
 Full-Time (10 qtr. hrs.) Part-Time (5 qtr. hrs.)

Study Abroad Program - Internship/Course Pre-Approval Form

Instructions - please complete and return to AIU Study Abroad Programs immediately

1. Before completing this form, consult with the study abroad office at your university about internal requirements for overseas study. Ultimately, it is your responsibility as the student to ensure you will receive academic credit for the work you complete with AIU SAP, so be sure to follow your institution's policy governing studying abroad and transfer credits.
2. Email your resume to SAPstudentservices@sap.aiuniv.edu. In addition to a summary of your higher education, please list the courses that you have completed in your major and the grades awarded. Include periods of employment, volunteer work, student leadership, organizational involvement, etc. Please keep a current resume on disk and bring it with you to London.
3. Enclose a letter of recommendation, from a faculty member under whom you have studied or from your organizational academic advisor.
4. Email a statement of purpose to SAPstudentservices@sap.aiuniv.edu, responding fully to the following questions:
 - a) What skills/abilities will you bring into an organization?
 - b) What skills do you hope to develop through your work placement?
 - c) In what kind of organization, department, or functional area would you prefer to work?
5. Enclose an official transcript or mail it under separate cover to: AIU Study Abroad, 3150 W. Higgins Rd. Suite 150, Hoffman Estates, IL 60169.
6. Complete the attached internship agreement and submit to our office.

At the completion of my study, please send my transcript to the following address:

.....

List any special requirements of the home institution as needed for evaluation purposes:

.....

In addition to the internship, applicants are required to enroll in one additional course with a part-time internship at American InterContinental University London so that they benefit from a well-rounded cultural, professional, and academic experience. The internship commitment will dictate the time available for the pursuit of coursework. As work schedules are unknown before the interview, please list several course options to allow for schedule flexibility. Also, be sure to refer to the Academic Calendar, available in the program guide, to ensure that you are selecting courses that will be offered during your term. However, please note that all courses, even those listed on the Academic Calendar, are based on student demand and instructor availability, and therefore are subject to change.

Course Request: One course Two courses

Courses will be awarded: Graded credit Transfer credit No credit

AIU is based on the quarter system, awarding 5 hours of credit per class (unless otherwise noted in course descriptions). Generally, 5 quarter hours is equivalent to 3 semester hours. Please list courses in order of preference and have the appropriate officials at your university sign below:

| AIU Course Number | AIU Course Title | Equivalent Course at Home Institution (If applicable) | Distribution (major, elective, etc) |
|-------------------|------------------|---|-------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Please see reverse for required signatures.

Students must obtain signatures from each of the departments listed below.

This student has completed all internal requirements for study abroad.

.....
Signature of Study Abroad Office, Registrar or other institutional official.

Name:

Title

Institution

Address

City

State..... Zip

Tel Fax

Email

This student has completed equivalent prerequisite(s) for the courses listed on reverse and will receive transferable credit upon evaluation of the student's AIU transcript.

.....
Signature of Academic Advisor

Name:

Title

Institution

Address

City

State..... Zip

Tel Fax

Email

This student has completed equivalent prerequisite(s) for the courses listed on reverse and will receive transferable credit upon evaluation of the student's AIU transcript.

.....
Signature of Dean/Department Head

Name:

Title

Institution

Address

City

State..... Zip

Tel Fax

Email