

INTERNSHIP PLANNING CHECKLIST

Planning an internship can be complicated and sometimes confusing. It is an excellent exercise to prepare for life after graduation though. Asking yourself the right questions will help you master internship planning and will ensure that your internship experience goes as smoothly as possible. Visiting students, please contact the Internship Office directly at: internship@aup.edu

Tick boxes	Steps	Details
	I have/will have student status for the time period of the internship.	<p>I know I need to have student status to do an internship in France.</p> <p>AUP > Academics > Internship Office > Plan & Find an internship > Register your Internship</p> <p>I know what graduation deferment means and if I need to defer graduation or not to register an internship.</p> <p>AUP > Academics > Internship Office > Plan & Find an internship > Graduation Deferment</p>
	I am aware of my course requirements.	<p>I know if I need to earn credits or not for my internship.</p> <p>AUP > Academics > Graduate or Undergraduate Programs</p>
	I am aware of the academic internship requirements.	<p>Minimum numbers of working hours, minimum number of earned credits to be allowed to register an internship, rules regarding number of internship credits, internship completion requirements, etc.</p> <p>AUP > Academics > Internship Office > Plan & Find an internship > Academic Requirements</p>
	I am aware of the legal requirements applicable to internships.	<p>I know I need an internship contract to intern in France. I know I cannot intern for more than 6 months within the same organization. I know my internship must be in line with my academic background.</p> <p>I have asked the Internship Coordinator if I needed a contract to intern abroad or within an international organization (answer specific to your situation).</p>
	I understand that I must register my internship with AUP.	<p>For all internships taking place in France.</p> <p>For internships at international organizations and internships abroad, check: AUP > Academics > Internship Office > Register your internship > section: Why do I need to register my internship with AUP?</p>
	I know a registration fee applies to all internship registrations.	<p>AUP > Academics > Internship Office > Register your internship > Internship registration process</p>

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	<p>I have considered which location(s) would be the best ones for my internship before starting looking for one.</p>	<p>I am aware of the restrictions applying to US federal loans recipients. I know I cannot do an internship in the USA.</p> <p>I have done my research regarding visa requirements.</p> <p>If the internship is taking place in France, I have checked the expiration date of my carte de sejour. If necessary, I have started the renewal application.</p> <p><u>Advice:</u> if on US Federal loans, if you will need to apply for a visa, if you will need to use the internship registration to renew your <i>titre de sejour</i> in France, please start looking for an internship well in advance.</p>
	<p>I have discussed the timing of my internship(s) and how it fits with the rest of my course requirements.</p>	<p>Please consider which semester(s) would be the best suited for doing an internship. If you want to intern full-time, you cannot take classes alongside. If you are taking classes, a part-time internship is an option under certain conditions.</p> <p>AUP > Academics > Internship Office > Plan & Find an internship > What to consider (download Internship Planning brochure for all details)</p> <p>If you are planning to do several internships while at AUP – which we strongly recommend – you should discuss this with the Internship Coordinator.</p> <p>AUP > Academics > Internship Office > Contact</p>
	<p>I am aware of my budget.</p>	<p>I know how I will pay for my living expenses during my internship.</p> <p>I know if I can afford doing an unpaid internship or not. If not, I understand that searching paid internships is the best option.</p>
	<p>I know what kind of organizations I want to target.</p>	<p>I have done my research. I have discussed it with the Career counselor, my advisor, etc.</p> <p>AUP > Academics > Career Development Office > Contact > Make an appointment</p>
	<p>I know what kind of internship I would like to secure according to my career plans but also to fulfil my course requirements.</p>	<p>I have done my research. I have discussed it with the Career counselor, my advisor, etc.</p> <p>AUP > Academics > Career Development Office > Contact > Make an appointment</p>
	<p>Other (specific to your case):</p>	