

SUNY Cobleskill International Internships – Application and Timeline

International internships require time and planning to arrange. The instructions below are designed to make the process as smooth and simple as possible to ensure a quality experience. Follow the timeline below and you will soon be on your way to an incredible international internship experience.

Please note: SUNY Cobleskill works closely with CISabroad for the application and placement process. You will apply and pay all program fees directly to CISabroad. You will pay your tuition/fees for your internship to SUNY Cobleskill.

USE THIS DOCUMENT AS A CHECKLIST DURING YOUR APPLICATION PROCESS

6 or more months before start of internship:

- Review the internship resources on the [Student Success Center website](#). Meet with your academic and internship advisors to determine your eligibility for an internship and complete SUNY Cobleskill [Eligibility Application](#). Submit one copy to the Office of International Education.
- Meet with the study abroad coordinator (lucasac@cobleskill.edu) to discuss programs, costs, financial aid, and scholarship options.
- Contact CISabroad to discuss the feasibility of your desired internship in the country of your choice.
- Refer to [this link](#) for your specific major's internship requirements and deadlines.

3–6 months before start of internship:

- Complete the [CISabroad Online Internship Application](#) to begin the application process.
- After completing the CISabroad application you will be contacted for an interview with a CISabroad staff member to discuss your interests, skills, and internship expectations/possibilities. Review the Internship Student Learning Outcomes on the [Internship Learning Agreement \(ILA\) for your major](#) to prepare for the interview.
- Submit a \$200 application deposit to CISabroad. This is NOT an extra fee, but a deposit applied toward the total program fee.
- Submit the following documents to CISabroad to complete your [Intern Abroad Application Checklist](#). Please note that CISabroad needs a **COMPLETE** application **90 days** prior to the start month of your program in order to make an acceptance:
 - [Applicant Profile](#)
 - [Approval Contact Form](#)
 - [Internship Questionnaire](#)
 - Current Resume
 - Official Transcript from SUNY Cobleskill
 - [Optional Scholarship Application](#)
 - Program-Specific Materials
 - copy of passport as soon as the applicant has one

At LEAST 2–3 months before start of internship:

- Complete a Skype or phone interview with the CISabroad overseas-based placement team to determine what type of internship site may be the best match.
- Wait for an acceptance decision from CISabroad! Once accepted, you will be sent an online pre-departure orientation packet with more information about the program and the matching process.
- Submit the \$500 internship deposit to CISabroad within 2 weeks of acceptance. Again, this is NOT an extra fee, but a deposit applied toward your total program fee. (This fee is nonrefundable.) The matching process will then begin and you may be contacted for a phone or Skype interview with possible supervisors in the host country.

1 month before start of internship:

- You will be notified of your internship site and given your internship confirmation guide. Use this guide to complete your ILA and have it approved/signed by your faculty internship supervisor. Submit the ILA to your school secretary.
- Sign and return the internship confirmation guide and a copy of your ILA to CISabroad. CISabroad will send your ILA to your site supervisor for signature and return.
- Begin packing and complete the CISabroad Online Pre-departure Orientation.
- Get ready to depart and begin your internship. Interns will be greeted at the airport by a local staff member to start their adventure!

