

GVSU Internship Pre-Departure Timeline

Complete	Task	2015-2016 Deadline
_____	Meet with Academic Advisor to prepare goals for Internship	Fall – Mid March
_____	Deadline to apply to GVSU Internship through OASIS	February 1
_____	Attend Orientation Meeting	February
_____	Apply for Passport and Visa if applicable	February
_____	Create account in EUSA Student Gateway	Immediately
_____	Deadline for PIC Internship Grant	March 14
_____	Complete and Submit Faculty Coursework Forms	March 14
_____	Madrid/ Paris: Submit Language Proficiency Form	March 14
_____	Complete spring/summer application for Financial Aid	Mid-March
_____	Prepare Questions, Goals, and Priorities for Placement Meeting	Prior to Meeting
_____	Submit Resume/ CV to EUSA	Prior to Meeting
_____	Placement Meeting	Mid-March
_____	Complete Expense Form and Health Information in OASIS	Late March
_____	Supply PIC with copy of your passport information page	Late March
_____	Register for XXX 490 and pay all charges in GVSU student account	GVSU deadlines
_____	Purchase Health Insurance that covers you abroad	Prior to Orientation
_____	Purchase flight	Prior to Orientation
_____	Attend PIC Pre-Departure Orientation	April
_____	Receive Provisional Placement Email from EUSA	Mid-April