**GVSU Internship Pre-Departure Timeline**

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| **Complete** | **Task** | **2018 Deadline** |
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| \_\_\_\_\_\_\_ | Meet with Academic Advisor to prepare goals for Internship | Fall – Mid March |
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| \_\_\_\_\_\_\_ | **Deadline to apply to GVSU Internship through OASIS** | **February 1** |
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| \_\_\_\_\_\_\_ | Attend Orientation Meeting | February |
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| \_\_\_\_\_\_\_ | Apply for Passport and Visa if applicable | February |
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| \_\_\_\_\_\_\_ | Create account in EUSA Student Gateway | Immediately |
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| \_\_\_\_\_\_\_ | Deadline for PIC Internship Grant | **March 12** |
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| \_\_\_\_\_\_\_ | Complete and Submit Faculty Coursework Forms | March 12 |
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| \_\_\_\_\_\_\_ | Madrid/ Paris: Submit Language Proficiency Form | March 12 |
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| \_\_\_\_\_\_\_ | Complete spring/summer application for Financial Aid | Mid-March |
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| \_\_\_\_\_\_\_ | Prepare Questions, Goals, and Priorities for Placement Meeting | Prior to Meeting |
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| \_\_\_\_\_\_\_ | Submit Resume/ CV to EUSA | Prior to Meeting |
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| \_\_\_\_\_\_\_ | Placement Meeting | Mid-March |
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| \_\_\_\_\_\_\_ | Complete Expense Form and Health Information in OASIS | Late March |
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| \_\_\_\_\_\_\_ | Supply PIC with copy of your passport information page | Late March |
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| \_\_\_\_\_\_\_ | Register for XXX 490 and pay all charges in GVSU student account | GVSU deadlines |
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| \_\_\_\_\_\_\_ | Purchase Health Insurance that covers you abroad | Prior to Orientation |
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| \_\_\_\_\_\_\_ | Purchase flight | Prior to Orientation |
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| \_\_\_\_\_\_\_ | Attend PIC Pre-Departure Orientation | April |
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| \_\_\_\_\_\_\_ | Receive Provisional Placement Email from EUSA | Mid-April |
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