

INTERNATIONAL INTERNSHIPS STUDENT CHECKLIST

THINGS TO DO:

- Plan well in advance!
- Get your passport. (See link on International Internship landing page for more information.)
- To register for the Merida trip go to: <https://higherreach.polk.edu/modules/index.html>
- You can submit a completed application, a copy of your medical insurance card, passport and full payment through Higher Reach by the deadline indicated for the Merida trip on Higher Reach.
- Note that Internship trips through 3rd Party Companies will not be processed through Polk State since the college is not sponsoring the trip. However, please be sure to register your trip prior to departure and to enroll in the appropriate internship course if credit is desired.
- Contact your health insurance company regarding your international medical coverage. Polk State requires international medical insurance for all participants and you can obtain short-term coverage for this purpose if needed.
- Consult your doctor and dentist prior to departure. Depending on your needs, bring enough prescription medication for the duration of the program, extra contact lenses or glasses, etc. Also bring medications for common ailments and a small first aid kit to treat minor blisters, cuts, etc. You will need to request a prescription for Ciprofloxacin (Cipro) to take on the trip to Merida.
- It is recommended that you purchase travel insurance.
- Call your Credit Card Company and bank to notify them of your travel plans and inquire about applicable fees. Write down international phone numbers for each credit card and put them in your suitcase. If something gets lost, you can easily contact the company.
- Make two copies of your itinerary, contact information, airline tickets, visa (if necessary), passport data page and medical insurance card. Keep one copy separate from the originals and leave one with a trusted family member or friend.
- Register at www.travelregistration.state.gov so the State Department can better assist you in an emergency. NOTE: Polk State reserves the right to cancel a trip based on State Department Travel Advisory concerns and 3rd party travel companies are likely to do the same as well.
- See HELPFUL INFORMATION below for more useful resources.

THINGS NOT TO DO, AND/OR TO REMEMBER:

- Don't lose touch with family and friends. Keep in contact on a regular basis. It can be isolating to be on an extended stay in an unfamiliar country. One of the most common "downsides" is becoming "home-sick."
- Don't forget to call your cell phone service provider to discuss international service and fees. Calling cards are also a good option.
- Dress simply. Don't wear provocative or expensive attire or jewelry that draws unnecessary attention. Respect the culture of your host country and keep attire humble and professional, even if this is not how you usually dress. Keep in mind that this may be especially important for female students.

- Dress professionally for your internship – especially if working in a business and/or public contact position.
- Don't carry or flaunt large sums of money. Avoid keeping cash and important documents in unsecured backpacks, purses and pockets.
- Don't assume that customs and laws are the same as those in the United States. Familiarize yourself with local customs and laws prior to departure.
- Don't travel alone at night, get involved in public demonstrations, or engage in loud or argumentative behavior. Don't take excursions without working through your host coordinator. Keep in mind that this is a working internship and not a vacation trip.
- Don't forget to check weather and travel conditions prior to departure so you have appropriate attire for your stay.
- Don't forget that Polk State has a 24/7 "hotline" for any/all students studying or working abroad.

HELPFUL INFORMATION/LINKS

- For information about your destination, travel warnings, health-related issues, crisis management, etc., visit the U.S. State Department site: www.travel.state.gov and enroll in the [Smart Traveler Enrollment Program](http://www.travel.state.gov) (www.travel.state.gov) or-if not a U.S. Citizen- with your home country embassy in the host country
- For health-related issues, visit the Centers for Disease Control and Prevention site: www.cdc.gov
- For weather information: www.weather.com
- For currency exchange rates: www.xe.com
- To purchase an international student identification card: isecard.stores.yahoo.net
- To purchase international health insurance (US Citizens only) * Polk State has a provider available – please contact the Institute of Global Initiatives and/or Internship Coordinator for details.
- Attend the required Pre-Trip Sessions and Orientations – monitor calendar and/or contact the Internship Coordinator for dates.
- Obtain the necessary visas and work permits needed for your international work assignment if traveling through a 3rd Party internship provider (if not going with Polk State faculty/staff). And please be aware some visas require lengthy processing and plan your schedule accordingly.
- **POLK STATE COLLEGE 24/7 EMERGENCY HOTLINE WHILE ABROAD: 863-221-7625.**