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Traveling Abroad Outline

**Interested in an internship abroad?**

-Check with counselors in your department if they know of any internships available abroad – Professors who teach within your area of interest are also an excellent resource when inquiring about working abroad

-Many advisors will have knowledge of where students have been able to get internships in previous years, so that is a great place to start if you know what area you are interested in working in

-Submit a resume and custom cover letter to every company you contact and be persistent in following through because communicating around the world can be difficult at times

-If you know what country you want to go to, research online if there are seasonal positions available within companies in your area of interest. Often times these types of companies are accustomed to hiring students from around the world so they can help find accommodations

-There is no need to take an unpaid internship unless it sounds like your dream job because there are plenty of paid positions for students if you are willing to research

-If you are serious about inquiring with a company about an internship or seasonal job, it is important to contact them at least 3-6 months in advance. So plan ahead!

**If you are planning on leaving for the term…**

-Decide whether or not you are going to take internship credits, if so, keep in mind you will have to write a detailed paper about your experience to earn the credits, so it is best to get the requirements before you leave so you can collect the required information while you are away.

-If you are receiving financial aid (loans, grants, scholarships), you will need to fill out a leave of absence form with the Office of Financial Aid in Kerr, so that when you return, you can have your funds reinstated without trouble.

-If you are planning on taking classes while working abroad, keep in mind that you will need ‘to determine in advance if you will have time and access to internet. I wouldn’t recommend taking anymore then one class because you should take advantage of being in another country! If you do take a class, let your professor know right away where you are and what you’ll be doing. Make sure you will be able to access the book online, or purchase it before you leave because companies like Amazon often don’t ship to many other countries, and if they do, It’s very expensive and takes a long time to get.

**Miscellaneous Details…**

**-Accommodations:** Make sure you have accommodations before leaving, like I said, many companies will help you arrange somewhere to live. If you have the opportunity to live with a family while you are abroad, DO IT! This is the best way to get a real feel for the culture and when you get homesick (which you will), it’s nice to have a family to hang out with. However, if you want to travel more affordably, you can stay at a youth hostel or live in some type of group house rental with other travelers.

-**Transportation:** Make sure you arrange transportation before arriving as well… if you are planning on driving while abroad, get your international driver’s license before you leave. There are cheap cars that you can buy to drive while abroad, or you can carpool with coworkers once you begin work. If you are going to be away for 2+ months and you have the resources, It isn’t a bad idea to buy a cheap car because it is so nice to have the freedom to explore the region while you are not working.

**-Work visa:** you will need to get some type of visa to be able to stay in most all countries to be able to work. Most likely, you will apply for a working holiday visa, which can be done online. The cost varies greatly depending on what country you are trying to travel to.

**-Currency exchange:** do your research to find where to get the best exchange rate, try not to exchange money in the airport because you will loose more money. If you are going to a big city, there will be money exchange shops all over, but if you are going to smaller region, the local bank is an excellent place to exchange money as well.

**-Money:** It is also important to have a credit card that works abroad because I guarantee you, you will need it from time to time, be sure to look into international fees associated with using your card abroad. Also, notify your bank that you will be traveling abroad because their systems often alert them to fraud when your card is used elsewhere and they will disable it. Also, DO NOT bring a large quantity of cash with you, have it converted to travelers checks prior to leaving.

-**Bank Account:** If you are working and earning money, you will need to set up a bank account in the country you traveled to. You will need to get a number for tax information. Have the money directly deposited into your account, and be sure to inquire about tax refunds BEFORE you leave the country.