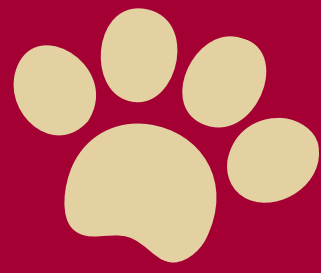


SUMMER INTERNATIONAL INTERNSHIP TIMELINE



SEPTEMBER - NOVEMBER

- Open Application** on the [Global Gateway](#) portal
- Schedule **required advising appointment** with your [Global Education Advisor](#)
- Schedule an **appointment with Career & Professional Development** to create your resume and cover letter

JANUARY

- CGE announces **final acceptance decisions** once Preliminary Dean's Clearance is received and fall grades are posted
- Check Passport**
 - Passport must be valid for 6 months AFTER the internship end date
 - Passport applications are located at US Post Offices or via the [U.S. State Department](#)

MARCH

- Begin the **visa process** once the provider provides the required information, if applicable
- Schedule an **appointment with the assigned internship faculty advisor**
- Provider conducts **online pre-departure sessions** and interview preparation
- Complete **sections A, B, and D of the International Work Experience Contract** with the internship faculty advisor

MAY

DUE EARLY MAY
International Work Experience Contract and remaining Global Gateway requirements



MID-NOVEMBER

DUE MID-NOVEMBER
All Global Gateway pre-decision questionnaires and materials

- Submit **all pre-decision application requirements** including:
 - **\$400 non-refundable deposit** to Student Business Services
 - **Internship Enrollment Agreement** and proof of deposit
 - **Professional resume and cover letter**

FEBRUARY

DUE EARLY FEBRUARY
First payment to Chapman and payment receipt to CGE

*After the first payment, you are **financially committed to the full program cost.**

- Access **provider's student portal to complete their application.**
- Placement interviews begin** with internship provider via Skype or phone

APRIL

- Attend CGE's mandatory **Pre-Departure Orientation**

DUE MID-APRIL
Final payment to Chapman and payment receipt to CGE



Center for Global Education