

Central Career Services

Undergraduate Internships and Co-ops International Internship/Co-op IPO Approval Form

This form is to be used by **all undergraduate** students, both domestic and international undergraduate students, planning to participate in an Internship or Co-op *outside the United States*. **VERY IMPORTANT:** Students must contact IPO at least 6 months in advance of a placement abroad.

I plan to participate in an international internship or co-op placement, and I am seeking approval from the International Programs Office.

Date submitted to International Programs Office: _____

| | | |
|------|-------|------------|
| Name | Major | Student ID |
|------|-------|------------|

| | | |
|----------------------|---------------------|---------|
| Company/Organization | Street Address/City | Country |
|----------------------|---------------------|---------|

| | | |
|--|---------------|----------------------|
| Dates of Placement (start and end dates) | Work Schedule | For Credit or Co-op? |
|--|---------------|----------------------|

| | |
|---|-------------|
| Address where I will be living while on placement | Citizenship |
|---|-------------|

Student's reason for wanting to do this internship/co-op:

| | | |
|------------------------|--------------|------|
| IPO Staff Printed Name | / Signature/ | Date |
|------------------------|--------------|------|

Upload a signed copy of this form to your online internship or co-op contract in Handshake.

**Questions? Contact the Field Experience Program Office, Central Career Services, 511 Goodell Building
413-545-2224 / internships@umass.edu**