

## Career Development Hub

### 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 **Andrea Drake**, Director of International Health Safety and Security of the **Education Abroad Staff at the International Programs Office (IPO)** *at least 6 months* in advance of a placement abroad.

Send this form to **Andrea Drake**, Director of International Health, Safety and Security of the Education Abroad Staff at IPO at [andradrake@umass.edu](mailto:andradrake@umass.edu); **if you have questions about the approval process, please contact Andrea Drake.**

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

Date submitted to Education Abroad Staff at IPO: \_\_\_\_\_

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Name	Major	Student ID
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Company/Organization	Street Address/City	Country
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Dates of Placement (start and end dates)	Work Schedule	For Credit or Co-op?
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Address where I will be living while on placement	Citizenship
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Student's reason for wanting to do this internship/co-op:

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IPO Education Abroad Staff Printed Name	/ Signature/	Date
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***Upload a signed copy of this form to your online internship or co-op contract in Handshake.***

**Questions? Contact the Field Experience Program Office, Career Development Hub, 511 Goodell Building  
413-545-2224 / [internships@umass.edu](mailto:internships@umass.edu)**