



## Internship Abroad Application Instructions

**Step 1:** Fill out the CIS Intern Abroad [Online Application](#). It's quick and easy to complete!

**Step 2:** Pay the \$200 application deposit\*

\* This is NOT an extra fee, but is a deposit applied towards your total program fee.

**Step 3:** Submit the following documents to CIS to complete your application:

- [Academic Reference Form](#)
- [Internship Pre-Placement Form](#)
- Official Transcript from your Home College or University
- Current Resume
- [Personal Statement](#)
- [Applicant Profile](#)
- [CIS Scholarship Application](#) (optional)

### **Helpful Hints**

**Resume guidelines:** Your resume should be up-to-date and should include your academic and work history thus far. Your cover letter should be directed towards potential placement sites in your program of choice and should illustrate what you want to focus on in your internship and the skills you possess that make you a good candidate for that internship.

**Consult with your study abroad office, career center and/or academic advisor before applying.**

They may have their own application process or requirements that you need to follow. They can also provide guidance on getting your chosen internship program approved for credit transfer and financial aid, as well as other helpful information about working with your home university or college. At the end of your internship with us, you will receive a final evaluation from your employer; your academic advisor may know if this evaluation can help you obtain academic credit.

**Research your program.** Be sure to research the program you'd like to attend to learn about the destination, application deadlines, eligibility requirements, dates, and more. Not sure which program is a good fit for you? Call us toll-free at 877-617-9090 or email us at [info@cisabroad.com](mailto:info@cisabroad.com). We're happy to help!

**Talk to career or student services on campus for resume help.**

[GO TO THE ONLINE APPLICATION](#)