

International Internship Course Approval Form

Name: _____ C-Number: _____ Email: _____

Local Address: _____ Local Phone: _____

Permanent Address: _____ Perm. Phone: _____

Major: _____ Graduation Date: _____

International Internship Location (City/Country): _____ Dates of Internship: _____

Instructions: In consultation with your academic advisor and/or departmental internship coordinator and respective associate dean, complete this form as follows: Provide the location of the internship on the left and proper course code & prefix (SAB 475 for undergraduate or SAB 675 for graduate credit). Amount of credits to be earned must be noted. Cortland equivalent is appropriate internship credit and/or any other course credit that will be satisfied by internship abroad.

Location of Internship Abroad	Credits	Cortland Equivalent (CPV, POL, REC, HLH, SPM, Etc)	Notes

This internship has been approved by student's departmental internship coordinator – internship coordinator must sign below.

Academic Advisor or
Internship Coordinator Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

REQUIRED STUDENT ACKNOWLEDGEMENT: I understand that this international internship experience, as approved will affect my degree requirements and academic transcript. I also understand that these course approvals are my responsibility, and not that of the International Programs Office. In the event that I change any of the international internship terms, I understand that I must communicate with my advisor and/or internship coordinator and associate dean for approval of any changes. Failure to do so may jeopardize the fulfillment of my degree requirements. I acknowledge that the course(s) listed above are required for my SUNY Cortland degree.

Student Signature: _____ Date: _____

Form Approval & Routing:
 Student & Academic Advisor/Internship Coordinator ⇨ Associate Dean ⇨ International Programs Office
It is recommended that the student keep a copy for their records.

Associate Deans

School of Arts & Sciences: Vincent DeTuri • Old Main, Room 125 • 607-753-4314
 School of Education: Ronnie Casella • Education Building, Room 1239A • 607-753-5431
 School of Professional Studies: Eileen Gravani • Professional Studies Building, Room 1175 • 607-753-2702

International Programs Office

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