

## Independent Internship Form

(Due no later than May 15 for the fall and October 15 for the spring)

Name: \_\_\_\_\_

Semester Abroad: \_\_\_\_\_

(Please print)

***This form is for students who are sourcing their internship through personal contacts or outreach. At the time of completing this form, students should have received (or be in the final stages of receiving) confirmation of their internship from the site supervisor.***

A) Please provide details of the internship. This information will be entered in your CAS application as part of the process to obtain your Tier 4 student visa (required) to make it legally possible for you to undertake the internship.

Organization/Company Name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Details of internship (i.e., job responsibilities etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B) I understand that:

- I must successfully obtain a Tier 4 visa, which costs approximately \$520
- SU Abroad will not process my Tier 4 visa application until I have supplied the details of my internship placement
- Under UKBA Immigration rules, the internship must be unpaid and for academic credit
- I must enroll in BUA 400: *The Global Workplace*, a weekly class earning 3 credits (inclusive of credits for the internship)
- If my internship plans fall through, SU will not be able to source me an alternative internship

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Once SU Abroad approves this form, SU London will continue the administrative procedure with the site. The placement will be fully approved after SU London conducts a site visit and meets with the supervisor. The student will be updated on the details throughout the process.***