



INTERN ABROAD STUDENT APPLICATION FORM

PERSONAL INFORMATION

First Name: _____ **Gender:** ☐ male ☐ female
Last Name: _____ **Date of Birth:** ____/____/____
Telephone: (____) _____ **Age:** _____
Cell Phone: (____) _____ **Country of Origin:** _____
E-mail: _____ **Native Language:** _____
Address: _____

Street Address Apt. Number City

Province / State Country Postal Code / Zip Code

EDUCATION DETAILS

Highest Level of Education Received (or In Progress): _____ **Date:** ____/____/____
Specialty Degrees/Designations: _____ **Languages Spoken:** _____
TOEIC Score: _____ **Date Taken:** ____/____/____ **TOEFL Score:** _____ **Date Taken:** ____/____/____
MM / YYYY MM / YYYY

EMPLOYMENT HISTORY

What industries have you worked in previously? _____
Please submit your resume with your application. A detailed work history for each position should include the following:
 company name, location, job title, job duties, and date started/ended.

PROGRAM DETAILS

Please indicate in which country you would like to work in:
☐ Republic of Cuba ☐ Kingdom of Thailand
Length of Internship (number of months): _____ **Proposed Start Date:** ____/____/____
MM / YYYY

Internship Fields

Please indicate which industry field you are interested in pursuing an internship in (C = Cuba only):
 _____ **Education** _____ **Culinary Arts** _____ **Journalism & Media (C)**
 _____ **Health & Wellness** _____ **Kinesiology** _____ **Auto Mechanics (C)**
 _____ **Hospitality & Tourism** _____ **Horticulture** _____ **Art & Sculpture (C)**
 _____ **Architecture** _____ **Meditation** _____ **Theatre Arts (C)**

Please list any specific job interests you may have: _____

***International Career Studies cannot guarantee placements that meet the exact job interests of the student but will make every attempt to match students with internships that relates to their vocational goals and interests.*

ICS Staff will take my photograph for promotional purposes. Check this box if you do not wish for your photograph to be used: ☐

How did you hear about us?

☐ Travel Show ☐ College Fair ☐ Presentation ☐ Friend/Family ☐ Online ☐ Other: _____

By signing this Application Form, I certify that all information given is true to the best of my knowledge, and that I have read and understand the conditions of program(s). I understand that this form is considered null and void if I have not begun the program within 12 months of signing this form.

Signature _____

Date (MM/DD/YYYY) _____



STUDENT AGREEMENT

International Career Studies undertakes to secure unpaid internships only in entry-level positions within a variety of different industries. International Career Studies guarantees an average of 15 to 20 hours per week (a minimum of 10 hours per week and a maximum of 40 hours per week). A position is secured within 9 weeks after the Participant attends an intake session at which time he/she is to provide the required documents. International Career Studies does not guarantee that it can secure senior-level positions or positions unless extensive relevant experience in the same industry has been demonstrated. Conditions for participating in this program are outlined below.

CONDITIONS

- a) The Participant acknowledges that he/she is legally entitled to travel and work in their destination country.
- b) The following documents must be provided by the Participant at the intake session (in person, by Skype or over the telephone): an updated resume, photocopies of a work permit (or a Working Holiday Visa), Social Insurance Number [SIN] Card (or SIN confirmation letter), a Student Registration Form and Student Agreement with signatures. If the Participant fails to produce the required documents when attending the intake session, he/she should understand that there may be a delay in securing a position.
- c) The Participant acknowledges that International Career Studies cannot guarantee that any position offered will exactly match the preferred job type or geographic location, but will make every effort to do so.
- d) The Participant agrees to make himself/herself available to attend interviews as required by International Career Studies. A failure to do so may result in International Career Studies ceasing to represent the Participant and his/her forfeiture of all fees paid. If the Participant is unable to attend an interview, he/she is required to contact International Career Studies to provide notification of the absence at least 24 hours in advance.
- e) Once an interview has been secured with a potential internship employer, either in person or via Skype, International Career Studies will provide the participant with the details of the position, including the address of the employer and it is the responsibility of the Participant to attend the interview independently and punctually.
- f) Throughout the course of this program, the Participant agrees to conduct himself/herself in a professional manner, make his/her best efforts to carry out all assigned duties, and follow the policies and procedures established by the employer for its staff members.
- g) Should International Career Studies fail to secure a position for the Participant within 9 weeks after he/she attends the intake session, the Participant shall be entitled to meet with the International Marketing Manager or another representative of International Career Studies in order to discuss available options, including participation in further training with International Career Studies at no additional cost, until an appropriate position is secured.
- h) Once a position has been secured by International Career Studies for the Participant, International Career Studies is considered to have fulfilled its obligations to the Participant and he or she is thereafter under the direction of the employer; therefore, all concerns and questions regarding the job should be directed to the employer.
- i) If a Participant has not attended this program within 12 months of the date of his/her registration, the registration will be considered null and void.
- j) International Career Studies shall not be held responsible for any information and/or condition provided to you by any third party, including the recruiting agent, which is not outlined in this Agreement.
- k) Your security deposit will not be refunded after a Participant attends his/her Intake Session. Full payment is due once an appropriate placement is secured.

I, _____, understand and accept the above mentioned terms and conditions.

Student Signature

Date (MM/DD/YYYY)