



Guidance for Students Seeking an Independent International Internship

In accordance with the policies set forth by Whitworth University Academic Affairs, all students seeking to participate in an international internship ***not through one of Whitworth's sponsored study abroad programs/partners*** must complete the following required steps:

1. **Complete the Independent Internship Abroad application located on Whitworth's online study abroad portal:** https://whitworth.via-trm.com/client/program_brochure/20034
2. **It is the student's responsibility to obtain any immigration document (e.g. visa, work permit) which may be required by the immigration authorities of the host country.**
3. **To earn academic credit for an independent internship abroad, students must either 1) register for an internship course offered through their academic major, or 2) transfer in credit via a transcript issued by the host university/organization offering the internship.**
 - a. Students registering for a Whitworth internship course should speak with their faculty advisor for guidance on this process and the proper course code to register for.
 - b. Students seeking to transfer in credit from an external institution must first complete a Transfer Credit Application with the Registrar's Office prior to beginning their program abroad.

Whitworth University retains discretion over credit issuance and strictly prohibits credit issuance for internships conducted in countries with a **Level 4 Department of State Travel Advisory**. Learn more here: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

For further guidance regarding international internships and the steps above, please contact Nick McKinney: nmckinney@whitworth.edu

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