



Important Dates and Deadlines 2024 Global Internship Programs

EUSA: Czech Republic, Ireland, Spain

GCC: Canada, Germany, Japan, Portugal, Singapore, U.S. (SF)

Item	Description	Deadline
Application Opens	Apply online: http://smccd.edu/studyabroad/global_internships/index.php	November 2023
Application Deadline	After you apply, you will be invited to the SMCCCD Study Abroad Office at Skyline College for an advising session/interview.	Friday, March 1, 2024
External Scholarship Deadlines for Summer 2024 Programs	Apply online - Fund for Education Abroad https://fundforeducationabroad.org/apply/	Wednesday, Feb. 7, 2024
	Apply online - Benjamin A. Gilman International Scholarship https://www.gilmanscholarship.org/	Thursday, March 7, 2024
SMCCCD Foundation- General College Scholarships	Various amounts awarded to SMCCCD students.	Saturday, March 2, 2024
SMCCCD Study Abroad Scholarships	5 Global Internship Scholarship (up to \$1,000)	Tuesday, March 5, 2024
Provider Orientation	Attend EUSA or GCC pre-departure orientation(s). Students will receive an email from the internship Provider—either EUSA or GCC the dates of the orientation.	March 2024
Payment #1: Confirmation Fee due \$500 deposit due upon acceptance into program	You must pay deposit of \$500 through your WebSmart to secure your place in the program. Nonpayment will result in automatic withdrawal from the program. Once paid, you will be connected with the program	Friday, March 15, 2024 (Will be refunded if denied)
	provider coordinator and your Internship Placement Advisor	
Confirmation deposit is non-refundable after this date	The \$500 Deposit is non-refundable after this date. **A student must inform the SMCCCD Study Abroad Office via email (globalinternships@smccd.edu) to withdraw on or	Wednesday, March 20, 2024

	before Friday, March 20 , 2024 to get the refund of the deposit**	
Payment #2: Non-Recoverable Fees due (\$1,000)	You must pay the second payment of \$1,000 through your WebSmart for non-recoverable expenses. Total of \$1,500 due by this time	Wednesday, May 1, 2024
Payment #2 (\$1,000) is non-refundable after this date	You must withdraw in writing to globalinterships@smccd.edu before May 9, 2024 to receive a refund of Payment #2.	Thursday, May 9, 2024
Payment #3: Balance of Fees due	Remaining balance of program and insurance fees (less any amount awarded through financial aid, or other scholarships with proof of award status) is due to SMCCCD.	Wednesday, May 15, 2024
GCC Withdrawal and Refund Policy: \$2,000 will be non- refundable in addition to deposit.	7 days prior to program start	See the following program start dates
GCC: No refund	After program start date, there is no refund of any fees. Notification of withdrawals must be received in writing.	Wednesday, May 29, 2024 (EUSA: Spain) Monday, June 3, 2024 (EUSA: Czech Republic) Sunday, June 9, 2024 (GCC: Canada, Germany, Japan, Portugal, Singapore, US-SF) Monday, June 10, 2024 (EUSA: Ireland)
EUSA Withdrawal and Refund Policy	Stage 1: Upon receiving the participant log, the District will be charged a \$400 administration fee for each student who withdraws. Stage 2: From three weeks after the receipt of the participant log, any District who has a student withdraw will be responsible for the \$400 administration fee and any non-recoverable expenses (costs incurred or committed on behalf of the student). Please note: Non-recoverable expenses may include the cost of housing for the duration of the program.	Thursday, March 21, 2024 Friday, April 12, 2024
	Stage 3: Any time beginning from the opening day of the Program, as defined by "arrivals day" in the program Addendum no refund will be given.	Wednesday, May 29, 2024 (EUSA: Spain) Monday, June 3, 2024 (EUSA: Czech Republic) Monday, June 10, 2024 (EUSA: Ireland)

Acceptance Letters sent to students	You will receive notice of acceptance into the Global Internships Program by the Study Abroad office, globalinternships@smccd.edu	March, 2024
Fill out student profile with internship organization + conduct one-on-one pre- placement meeting	After deposit is paid, you will receive an email from the internship Provider—either EUSA or GCC —with a link to your student portal and profile. Once you submit your student profile, you will be contacted by an Internship Placement Advisor from EUSA/GCC to schedule your one-on-one internship consultation.	Mid-March to April, 2024
Internship Placement and Preparation	You will work with your Internship Placement Manager from EUSA/GCC to prepare your resume/interview, and submit visa paperwork (if needed). During this time, you Placement Manager will also begin the internship matching process. It is important to be in close communication with your Placement Manager during this time.	April to June 2024
Register Skyline COOP 671 and pay enrollment fee/tuition (if applies) through WebSmart	All Global Internship Participants must register the 3-unit, degree-applicable/CSU transferable General Cooperative Education course through Skyline College: COOP 671: General Global	April to May, 2024
COOP 671 @ Skyline College	In-person or virtual class sessions will be held before departure. Remainder of class will be conducted online while abroad. Location: Skyline College, 3300 College Drive, San Bruno, CA 94066 Room: TBD	Late May, 2024
Mandatory Pre-Departure Orientation	Mandatory training located at Skyline College for students before departure Location: Skyline College, 3300 College Drive, San Bruno, CA 94066 Room: Building 6, Fireside Dining Hall	Saturday, April 20, 2024
Arrive to Host City	You are responsible for booking your own flight. Your Internship Placement or Study Abroad Advisor may, but is not required, to assist you to find a flight, but you are responsible for booking it on your own. You must provide SMCCCD Study Abroad and Internship Advisor with your flight details. Internship Advisor will provide you detailed instructions for how to arrive to Internship Office upon arrival.	Wednesday, May 29, 2024 (EUSA: Spain) Monday, June 3, 2024 (EUSA: Czech Republic) Sunday, June 9, 2024 (GCC: Canada, Germany, Japan, Portugal, Singapore, US-SF) Monday, June 10, 2024 (EUSA: Ireland)
Start Internship	The Internship Program officially starts after this date. Your Internship Advisor will hold orientations prior to beginning your internship work at your organization or company.	May to June, 2024 (review the program materials for the actual date)

Internship Ends	The Internship Program Officially ends, and program insurance ends the next day. If you decide to stay for any additional days, you will not be covered under the insurance. You should also advise your Internship Advisor, in case additional days have visa implications.	Saturday, July 20, 2024 (EUSA: Spain) Saturday, July 27, 2024 (EUSA: Czech Republic) Saturday, August 3, 2024 (GCC: Canada, Germany, Japan, Portugal, Singapore, US-SF) (EUSA: Ireland)	
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I have read and understand the dates and deadlines written above as they pertain to the Global Internships Summer 2024 Study Abroad Program. I acknowledge that these dates can be subject to change. I also understand that because I am 18+ years old, I will be the main decision maker, point of contact, and person responsible for all relevant study abroad communication.

G#	
Print Name	
Student Signature	Date
Study Abroad Advisor Signature	Date