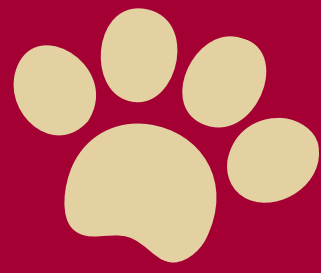


# SUMMER INTERNATIONAL INTERNSHIP TIMELINE



## SEPTEMBER - NOVEMBER

- Open Application** on the [Global Gateway](#) portal
- Schedule **required advising appointment** with your [Global Education Advisor](#)
- Schedule an **appointment with Career & Professional Development** to create your resume and cover letter

## JANUARY

- CGE announces **final acceptance decisions** once Preliminary Dean's Clearance is received and fall grades are posted
- Check Passport**
  - Passport must be valid for 6 months AFTER the internship end date
  - Passport applications are located at US Post Offices or via the [U.S. State Department](#)

## MARCH

- Begin the **visa process** once the provider provides the required information, if applicable
- Schedule an **appointment with the assigned internship faculty advisor**
- Provider conducts **online pre-departure sessions** and interview preparation
- Complete **sections A, B, and D of the International Work Experience Contract** with the internship faculty advisor

## MAY

**DUE EARLY MAY**  
International Work Experience Contract and remaining Global Gateway requirements



## MID-NOVEMBER

**DUE MID-NOVEMBER**  
All Global Gateway pre-decision questionnaires and materials

- Submit **all pre-decision application requirements** including:
  - **\$400 non-refundable deposit**
  - **Internship Enrollment Agreement**
  - **Professional resume and cover letter**

## FEBRUARY

**DUE EARLY FEBRUARY**  
First payment to Chapman and payment receipt to CGE

\*After the first payment, you are **financially committed to the full program cost.**

- Access **provider's student portal to complete their application.**
- Placement interviews begin** with internship provider virtual or phone

## APRIL

- Attend CGE's mandatory **Pre-Departure Orientation**

**DUE MID-APRIL**  
Final payment to Chapman and payment receipt to CGE



**Center for Global Education**