



MAY

APRIL

MARCH

FEBRUARY

DECEMBER

SEPTEMBER - NOVEMBER

DUE Tues. Nov 17th by 4PM
Enrollment form and Deposit
Receipt

❑ Check Passport

Passport must be valid for 6 months
AFTER the completion of your
internship.
Passport applications are located at US
Post Offices or via the U.S. State
Department

❑ Open Application

On Chapman's Global Gateway portal.
Submit \$400 deposit to Cashier

**❑ Bring Internship Enrollment Form
and Deposit Receipt to CGE, 576 N.
Glassell**

DUE Tues. Dec
8th by 4PM
All Global
Gateway
Questionnaires
and Materials

**❑ Schedule an
appointment
with the Career
Development
Center to create
'Perfect ' resume.**

**❑ Upload
resume to your
Global Gateway
application.**

**❑ Create a CV
for Dublin, or
Spanish resume
for Madrid.**

DUE Wed.
Feb 3rd by
4PM
First Payment
to Chapman's
Cashier and
Payment
Receipt to
CGE.

**❑ EUSA contacts
International
Internship
Participant to give
account access.**

**❑ EUSA conducts
online pre-
departure
orientation; preps
interns Skype
pre-placement
interviews.**

**❑ Placement
Interview
with EUSA via
phone or Skype.**

**❑ Begin the Visa
process once
EUSA provides
the required
information.**

DUE Wed.
April 20th by
4pm Final
Payment To
Chapman's
Cashier and
Payment
Receipt to
CGE

DUE Wed. May 4th
Turn in International
Work Experience
Contract to CGE.

MADRID INTERNS

Meet with Polly Hodge to
complete International
Work Experience
Contract,
phodge@chapman.edu

DUBLIN INTERNS

meet with Noel Murray to
complete International
Work Experience
Contract,
nmurray@chapman.edu

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

EUSA International Internships

Summer 2016 Timeline