
International Work Placement Checklist

You are probably already feeling overwhelmed with the many things you have to organise before you depart for your internship. In order to try and alleviate this Essex Abroad have prepared a checklist of things you should consider and attend to.

Documents

- Applied for / obtained a Passport
- Obtained information for visa for host country (what type of visa is required – Study Visa, Work Permit, Visitor's Visa etc.)
- Applied for / Obtained Visa
- Power of Attorney – to permit a responsible adult in the UK to act on your behalf (for example your parents)

Internship / Work Placement Documentation

- Completed internship contract
- Received Training Plan, Position Description, Duty Statement etc.
- Received and understand expected learning outcomes from the placement
- Understand reporting and evaluation requirements for the placement provider, the University of Essex and funding agencies (if required)
- Received contact details for in-country workplace supervisor / mentor
- Received details of holiday and sick leave entitlements
- Received details of rates of pay (if any), and when and how wages will be paid
- Registered with Essex Abroad

Host organization

- Learn as much as possible about the host organisation
- Contact Essex students who have studied in or undertaken internships in the same country, or in the case of internships, with the same organisation
- Work out how to get to the organisation - or your accommodation - from the airport, and have a contingency plan in case any planned airport pick up doesn't arrive

Travel

- Arranged travel – flights, travel to/from airport in host country etc.
- Leave copies of your final itinerary with parents and friends at home
- Make copies of all travel documents, passport, tickets, health and travel insurance info
- Be aware of the travel conditions when purchasing plane tickets and travel passes, i.e., can I change departure dates without incurring costs etc.
- Be aware of luggage restrictions and new rules concerning taking liquids on board the flight. Find out how much I'll be charged for excess baggage

Accommodation

- Received accommodation details from host organisation (if provided with placement) – address, phone number etc.
- Arranged accommodation in host country (if accommodation is not part of the placement)

Health

- Pre-departure medical/dental check-ups
- Medical Insurance
- Immunisations
- Birth Control
- Basic medical kit, including Paracetamol, Imodium, plasters, personal medication - Please note that certain medications may be considered illegal narcotics by foreign countries.
- Copies of prescriptions of regular personal medication – to show doctors in your host country
- Eyewear- glasses, sunglasses, contact lenses

Insurance

- Organise travel and health insurance for whole duration of time abroad
- Travel insurance, including cover for any travel plans outside the internship period

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- Provide details of insurance to Essex Abroad (This will be requested of students where relevant)

Safety

- Consulted FCO Travel Advisory for details of host country
- Registered with the closest British embassy (or embassy of your home country if you are not a UK citizen) – this can be done prior to departure if you know your residence address in the host country
- Draft an action plan in the event of travel advisories and political emergencies – provide a copy to your parents or a responsible friend
- Share contact information with parents/contact people at home

Money

- Construct a detailed budget - know how much your accommodation will cost
- Talk to the bank about the best way to take money overseas (consider taking money in a number of different forms) and access money while overseas
- Contact SFE to ensure you receive your grants/loans whilst away
- Discuss your funding options with Essex Abroad

Communications

- Email – Set up an email address that you can access overseas and give it to your friends and family. There are many free email providers including hotmail and yahoo
- Phone – investigate options regarding taking your UK mobile with you – either continue on existing payment plan or purchasing a SIM card abroad
- Give people your postal and email addresses and telephone number as soon as you have them
- Take important email and contact addresses with you. You should have email contacts for Essex Abroad, your Departmental SAO and departmental administrative team.
- Confirm your arrival with your parents, friends and Essex Abroad

Learning about your host country

- Daily life, including important cultural practices and conventions
- Geography and history
- Politics and government
- Religion
- Social structure
- Gender relations
- Minorities and attitudes towards them
- Language - if you are going to a non-English speaking country learn some key phrases before you go, and take a phrase book with you

Laws and regulations

- Familiarise yourself with the laws of the host country
- Driving - obtain an international driver's license if necessary
- Upon arrival, arrange to register with police, local authority or Interior Ministry if required

Work Environment

- Ensure you receive a full staff induction upon commencement of work
- Make yourself aware of Health & Safety regulations in the host workplace, and always be safety aware
- Familiarise yourself with the incident reporting process, and report unsafe work practices

Pre-departure preparation

- Attend an Essex Abroad pre-departure session