

## Registration Procedure

### *Step 1: Registration*

- **Make a color copy** of your **passport main page**. Note that your passport **MUST BE VALID** at least six months later than you plan to return to the U.S. This is a U.S. passport control regulation for re-entry into the U.S. If you do not have a passport, see step 2 below.
- Complete the **Internship registration packet** (also found on our website), including all the documents requested:
  - Internship Registration Form
  - Internship Application form
  - Deposit form stamped “paid”(see below)
  - **COLOR** copy of your passport photo page.
  - A current resume
  - 2 letters of reference on company letterhead sent directly to Karyn Cremeens in 307 Cornell which address the following:
    - What was the job responsibility?
    - What initiative was displayed that was over and above that which was required?
- **Program Administrative fee.** Payment forms are available on the following pages. Pay your non-refundable Administrative fee deposit of \$100 ASAP to the Cashier’s office in Jesse Hall (lower level). You will be billed the entire \$600 fee and this \$100 will be credited to your account.
- **Take all documents to the Administrative Assistant in 307 Cornell Hall.**

### *Step 2: Obtaining a Passport.*

IF you do not already have a passport:

- Obtain 2 photos for passport registration. (FedEx-Kinko’s, Walgreens and Wal-Mart produce regulation photos but **shopping mall photo booths are not acceptable.**)
- The main post office in Columbia has a passport window with a person who can assist you, or you can go to the web site at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

Check with the Administrative Assistant in 307 Cornell Hall, for questions on registration, deposits, passport applications, and the study abroad registration form.

Check with Chuck Franz ([franzc@missouri.edu](mailto:franzc@missouri.edu)) on questions about enrollment, and any other questions about travel, the program content, courses, etc.



University of Missouri-Columbia  
Trulaske College of Business  
**INTERNATIONAL INTERNSHIP STUDENT DATA FORM**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First Middle*

MU Student #: \_\_\_\_\_ Citizenship:  U.S.  Other: \_\_\_\_\_

Passport # \_\_\_\_\_ **\*\*Please provide a copy of the photo page**

Student Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Student GPA: Cumulative: \_\_\_\_\_ Resident Non-Resident (circle one)

Local Address: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Local Phone: (\_\_\_\_) \_\_\_\_\_ Local information valid until (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

Parents' Address: \_\_\_\_\_

Parents' Phone: (\_\_\_\_) \_\_\_\_\_

**Emergency Contact:**  
(required) \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

**Emergency E-mail:** (required) \_\_\_\_\_

**How did you hear about this internship?** (Circle all that apply) Friends Website Exposition  
International Center Advisor Other \_\_\_\_\_

**What aspect of this internship experience is most important to you?** (Circle all that apply)  
Cost Location Working abroad Fit with my schedule Last chance to do internship Enhance Resume

**CERTIFICATIONS**

Are you currently 1) on scholastic probation; or 2) under any disciplinary sanction by the university?  
 Yes  No

*Please note that the fact that a student is on probation or under sanction will be taken into account when making a decision regarding that student's registration for study abroad and may result in the rejection of an registration. As part of the registration process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in withdrawal of support for an registration.*

May the International Center provide information related to your study abroad program to the person listed as your emergency contact?  
 Yes  No

I certify that the information in this registration is complete and correct to the best of my knowledge. I understand that any action on this registration is contingent on review of all of my grades until the time of departure for the program. I further understand that, if I incur a disciplinary sanction prior to my departure overseas, this may result in the withdrawal of support for my nomination. I understand that the registration process may include supplementary materials, which I agree to complete promptly. If accepted, I will participate in all required orientations and complete all evaluations. I authorize the International Center to forward my transcripts to the overseas studies program(s) to which I am applying. Finally, I authorize the Director of Study Abroad to release any information deemed relevant to my health and/or safety.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**