

Below are the requirements for international students continuing an internship experience from one term to the next.

- 1) In the Handshake Experience application, the first field asks you to select a 'Template.' Be sure to select 'EL - International Students.' In the application, you will be asked if this is a continuing experience. Select 'Yes' for that question.
- 2) Upload the Following Documents: a. An offer letter or letter of extension showing that the employer acknowledges that the experience is continuing into the next term. If the original offer letter already had end dates that extended into the upcoming term, no letter of extension or new offer letter is required. b. If a letter of extension is uploaded, please upload the original offer letter c. PDF of the Job Description (if not included on the offer letter/letter of extension that is uploaded) d. UNPAID INTERNSHIP – If the student is continuing an unpaid internship, and the original Educational Training Plan did not apply to the continuing term, a new Educational Training Plan – signed by the employer - needs to be uploaded.
- 3) The approval process will proceed as normal once these documents are uploaded.