

REGISTERING MY INTERNSHIP WITH AUP

1. Reminder about the internship academic requirements

	Bachelor's students		Master's students		
	0&1-CR	4-CR (exc. 3-CR*)	0-CR	4-CR	8-CR (only MAGC)
Minimum working hours	120 hrs.	160 hrs.	120 hrs.	160 hrs.	240 hrs. (7 weeks full-time)
GPA	At least 2:00		At least 3:00		
Earned credits	32 (including transfer credits)		16 AUP credits		
Maximum length	6 months within the same organization (per academic year)				

**Only available to Bachelor's students under certain conditions.*

If you do not meet all of the academic requirements applying to your case, your request will be denied!

2. Internship registration policies at AUP

You must be enrolled as a degree-seeking student at AUP to be eligible for an internship. Visiting students under certain conditions may register an internship with AUP. Please contact the Internship Office.

An internship registration is independent of the university's (pre-)registration schedule. **An internship can start and end at any time during the semester, however an internship must be registered before it begins. There is no retroactive registration!**

Internships are assigned to the academic semester in which the main part of the internship takes place. However, if your internship runs into a second semester past a set deadline (see below), it will be re-registered into the semester following the initial semester of registration and will show as a 0-CR internship extension on your transcripts. Re-registration is free of charge.

The re-registration rule applies - to ensure student status - when the internship:

- ends after June 15th for a Spring registration (i.e. 0-CR internship extension in the Summer)
- ends after August 31st for a Summer registration (i.e. 0-CR internship extension in the Fall)
- ends after January 15th for a Fall registration (i.e. 0-CR internship extension in the Spring)

If you have registered a non-credit internship, it is impossible to change it to a credit bearing option and vice versa.

3. Submitting my internship registration request

Prior to the start of the internship, the student must complete an on-line [Internship Registration Request](#). Please make sure to select the appropriate webform. It takes on average one week for your request to be processed, so plan ahead!

- [Bachelor's 0 and 1 Credit Internship Registration Request](#)
- [Bachelor's Credit Bearing Internship Registration Request](#)
- [Master's 0-CR Internship Registration Request](#)
- [Master's Credit-Bearing Internship Registration Request](#)

N.B. If you have not received a confirmation email, it means your request has not been submitted successfully. Please try again or contact the Internship Office at: internship@aup.edu

4. Pay for the internship through student accounting services

Transfer the tuition fee to Student Accounting Services or pay in person (currently 196€ for a 0-CR; for information about credit-bearing internship tuition fees, please refer to the webforms). Undergraduates do not pay a fee for an internship within the 18 credit full-time tuition in Spring and Fall. Please note prices may change for the following semester.

Special cases

- Students who are receiving American federal or private loans need to contact one of the financial aid officers in the admissions office with a formal request to certify additional funds or to process a new loan application.
- Students whose internship tuition fee will be covered by an embassy, a private organization or a foreign government must contact Student Accounting Services to request an invoice to be sent to the organization in question.

5. What happens next? The registration process.

Once you submit the online Internship Registration Request the following offices will receive notification requesting their approval:

In all cases

- **Student Accounting Services: to confirm payment**
- **Health Plan Office: to confirm health insurance coverage**
- **Student Immigration Service: to confirm residency status** (if you are not an EU national, you must have a valid titre de séjour/carte de séjour to intern in France; if the internship is taking

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place aboard, it is your responsibility to ensure you have a valid visa to intern in the given country – when applicable)

In certain cases

- Faculty Reader (only for Bachelor's 3&4-CR internships): to approve the internship and confirm that he/she will read and grade your internship report
- **Department Chair or MA Program Director** (not applicable to all O&1 CR internships): **to approve the internship as acceptable to count towards your Bachelor or Master's degree.** For Master's students, the Program Director will allocate a Faculty Advisor based on the internship description provided.

Follow the registration process

aup.edu – My Account – My Student Services – Document Tracking

Once you see that all approvals have been granted, you must inform the Internship Coordinator at internship@aup.edu that your registration is now complete.

6. Once your internship is registered: obtain the necessary paperwork

Internships taking place in France

Once your internship is registered, the Internship Coordinator will issue a convention de stage (French internship contract) to be sent to the employer. The convention de stage is a document concluded between the hosting organization, the university and the student. **It outlines the conditions under which the student will intern within the hosting organization and ensures the legality of the internship.** The convention de stage is only valid once all parties have signed the three originals.

It can take a week (in particular situations, up to two weeks) to have the internship registered and obtain a valid internship contract. You may want to inform the hosting organization about this timeframe. If any concerns are expressed by your employer, please contact the Internship Office.

Internship taking place within an International Organization (in France or abroad)

If your internship is taking place within an international organization, no convention de stage is required.

Nonetheless, please be aware that **the given international organization may still ask you to sign a contract and to provide a letter of endorsement from AUP.** Consequently, even if you will not need to wait for a convention de stage to be issued, it may still take some time before you may officially start your internship.

Internships taking place abroad

If your internship is not taking place in France, you may still need to obtain and sign an internship contract. More details can be found on the internship registration request forms or by contacting the Internship Coordinator at: internship@aup.edu

For internships taking place abroad, it is advisable to verify whether proof of student status and a relevant visa will be required. We also recommend obtaining appropriate health insurance, unless covered under the employer's health plan during the internship.

7. You may now start your internship

Please keep in mind the following information

- An **incomplete grade (IN)** will show on your transcript until all your assignments have been submitted and have been evaluated. **No diplomas/proof of graduation can be provided to students holding an incomplete grade!** Additionally, holding an incomplete grade will not prolong student status!
- **Any problematic situation should be reported to the Internship Office at once.**
- If you wish to [extent the length of your internship](#), please contact the Internship Coordinator to discuss details and see if or under what conditions this is feasible.
- If you would like to [end your internship earlier than planned](#) for any given reason, please contact the Internship Coordinator to discuss your situation. Be aware this is not automatic.