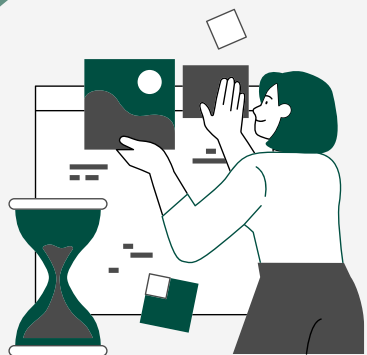


Undergraduate Internship Registration

Step by step guide

ELIGIBILITY



- 32 credits earned
- minimum 2.0 GPA

REASON FOR REGISTRATION



- **Internship is in France** (or remotely with a company registered in France) **OR**,
- To receive a **Convention de Stage** (or **AUP signature on a contract**) **OR**,
- To receive **Academic Credit (including CCX or Capstone)** **OR**,
- To reflect it on **Academic Transcript**

CREDIT OPTIONS



- 4-credit** internship
→ min of **160 working hours**
- 2-credit** internship (EMS major only)
→ min of **140 working hours**
- 0- and 1- credit** internship
→ min of **120 working hours**

(max of 924 working hours in total)

SUBMIT REGISTRATION REQUEST FORM

At least 10 business days prior to the internship start date!

You can submit by clicking [here](#)



RECEIVE APPROVAL FROM

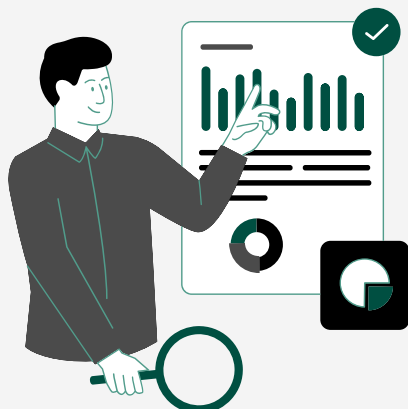
- ✓ Health Services
- ✓ Student Immigration Services
- ✓ Student Accounting Services
- ✓ Department Chair (2+ credits)
- ✓ ACE Careers Team

CONVENTION DE STAGE



ACE Careers Team is in contact with the Employer to draft a *Convention de Stage*, a contract to be signed by AUP, the Employer, and the Student

INTERNSHIP BEGINS!



ACE Careers Team is in contact with both the employer and the student to provide support throughout the duration of the internship and assist with any issues or concerns

INTERNSHIP ASSIGNMENTS

Assignments are required for all internships!

- Assignments are due one month after the internship end date
- Grading timeframe - one month after submission

SUBMIT INTERNSHIP ASSIGNMENTS

You can submit by clicking [here](#)

Assignments differ for each credit option

CONGRATULATIONS!

You will be notified of your grade by the Registrar Office, and your internship will be officially complete!

