

CHED requirements for Student Internship Abroad Program

Overall Requirements for Higher Education Institution:

- Must have accreditation Level II of the program, Autonomous, Deregulated, COE, COD or with ISA classification, Category A & B
- Practicum subject/s must form part of the requirements in the duly noted/approved curriculum
- Must have an internship unit/office with a designated faculty member or any authorized Internship Coordinator to manage the program
- Must have a system and processes for the implementation of this internship abroad program

Specific Requirements:

- Notarized letter of intent to participate in Student Internship Abroad Program (SIAP) before deploying students for internship abroad
- Certified copy of Government Recognition/Authority of the program
- Memorandum of Agreement (MOA) with Foreign Host Establishment/Organization per partner
- Internship Plan with sample Internship Contract

Other Report: Bureau Immigration (BI)

- A copy of duly notarized Memorandum of Agreement (MOA) with their FHEs/Os indicating their specific obligations/responsibilities over the students while having their Internship Program Abroad, among others
- A list of student who intend to undergo the internship together with the following documents:
 - Notarized Application letter signed by authorized school officials
 - Transcript of Records with Seal
 - Passport (photocopy)
 - Training Permit issued by host country and/or visa
 - Medical Certificate (Original)
 - School Certificate of student eligibility (with seal)
 - Flight details
 - Additional for SUCs; Board Resolution