

## CHED requirements for Student Internship Abroad Program (Checklist)

***Requirements for HEIs:***

No	Requirements	With	Without	Remarks
1	Must have accreditation Level II of the program, Autonomous, Deregulated, COE, COD or with ISA classification, Category A & B			
2	Practicum subject/s must form part of the requirements in the duly noted/approved curriculum			
3	Must have an internship unit/office with a designated faculty member or any authorized Internship Coordinator to manage the program			
4	Must have a system and processes for the implementation of this internship abroad program			

***For HEIs applying for intent to participate in the SIAP, the following documents should be submitted:***

No.	Documents	With	Without	Remarks
1	Notarized letter of intent to participate in Student Internship Abroad Program (SIAP) before deploying students for internship abroad			
2	Certified copy of Government Recognition/Authority of the Program			
3	Memorandum of Agreement (MOA) with Foreign Host Establishment/Organization per partner			
4	Internship Plan with sample Internship Contract			

***For HEIs applying for CHED endorsement to Bureau of Immigration (BI), the following documents should be submitted:***

<b>No.</b>	<b>Documents</b>	<b>With</b>	<b>Without</b>	<b>Remarks</b>
1	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			
2	A list of student who intend to undergo the internship together with the following documents			
3	Notarized Application letter signed by authorized school officials			
4	Transcript of Records with Seal			
5	Passport (photocopy)			
6	Training Permit issued by host country and/or visa			
7	Medical Certificate (Original)			
8	School Certificate of student eligibility (with seal)			
9	Flight details			
10	Additional for SUCs; Board Resolution			