

**LONDON SEMESTER**  
**Spring 2012**

INTERNSHIP INSTRUCTIONS

**October 7, 2011**

If planning to apply for an internship for Tier 4 visa requirements– email to [tvandenburg@fullerton.edu](mailto:tvandenburg@fullerton.edu) the following information:

- Name as it appears on your passport
- Passport Number
- Date of Birth
- Gender
- Nationality
- Place of Birth
- Country of Birth
- Housing option (apartment or homestay)

On or before

**October 14, 2011**

- Turn in your program application packet to H-211(Humanities & Social Sciences Dean's office), complete online program enrollment & submit your \$450 deposit.
- Turn in Class Registration form to H-211– leave the internship class number blank

On or before

**October 21, 2011**

- Email your internship application, resume and cover letter to **Sinead Sheehan @ [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk)**

**November 3, 2011 ◆ 3- 4pm ◆ Mandatory Internship Meeting**

After your CAS number, needed for a Tier 4 visa, is received from Sinead Sheehan, apply for a Tier 4 visa.

If you have any questions during the application and enrollment process, please contact Tarrigon VanDenburg, H&SS Dean's office at [tvandenburg@fullerton.edu](mailto:tvandenburg@fullerton.edu) or visit H-211.





## AMERICAN INSTITUTE FOR FOREIGN STUDY VOLUNTARY WORK PLACEMENT PROGRAM

The Voluntary Work Placement Program offered by AIFS provides students with a unique opportunity to combine classroom learning with practical experience in the charitable and private sector. Voluntary work placements are an ideal way to develop practical and interpersonal skills. In an increasingly competitive world practical experience is an invaluable addition to a student résumé. **There are undoubtedly many advantages to be gained from participating in a work placement. However students should bear in mind a number of considerations before embarking on a placement.**

- Students who intend taking an unpaid placement in London must apply for a Tier 4 Student visa before they depart the USA. It is the responsibility of the student to apply for the visa and to ensure they have read and followed the application guidelines outlined by the UKBA (UK Border Agency). AIFS provide guidelines to students on how to apply and can be contacted via email/ phone by students with any questions they may have.
- A work placement is a significant time commitment.
- Be realistic – placements may not be replications of the ones undertaken in the USA. Students may find the approach in London to be less structured with less formal supervision.
- AIFS are responsible for setting up interviews for requested placements, however students need to be aware that placements cannot be guaranteed. If students are not successful at their first interview AIFS will organise another interview with a different company.

Please find below details of the information we need from you in order for you to participate in the AIFS work placement program and also the procedure for obtaining a Tier 4 (General) Student Visa.

### **Resumes:**

In order to assist us in finding a suitable work placement we require each applicant to complete an AIFS work placement application listing three areas of choice and also a resume stating your reason for applying to the program, your academic background and relevant work experience and e-mail this to Sinéad Sheehan at [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk).

### **Visas:**

As you will be aware, in order to take part in a work placement in the UK you are required by the UK Border Agency to obtain a Tier 4 (General) Student visa before you depart the United States.

Please find below a brief explanation of the process for this and the actions you will need to take.

The American Institute for Foreign Study is an A rated government approved sponsor and as such AIFS will act as sponsor for your application for a Tier 4 (General) Student visa.

As sponsors AIFS will request a CAS (Confirmation of Acceptance for Studies) number for you from the UK Border Agency which you will need in order to apply for the visa. In order for AIFS to request the CAS number we need each student who applies to the work placement program to email the information listed below to Sinéad Sheehan at [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk) .

- Your name as it appears on your passport (\* if middle name is listed on passport we will need this too)
- Passport number
- Date of birth (e.g. 6<sup>th</sup> September 1988- UK format)
- Gender
- Nationality
- Place of birth
- Country of birth
- Housing option (Apartment or Homestay)
- Confirm the e-mail address you will check regularly prior to departure as we will use this for correspondence

Once we have received your CAS number from the UK Border Agency we will send this to you along with a CAS statement sheet, which will contain information we will have entered on the UK Border Agency sponsorship website on your behalf and which you will need when applying for your visa. AIFS will also send you guidelines on applying. **PLEASE NOTE:** UK Border Agency can change procedures very quickly so it is each student's responsibility to make sure they read the full UK Border Agency guidelines as these will be the most up to date (links to the UK Border Agency will be provided on the guidelines sheet we send).

#### **Visa Timeline:**

You can only apply for your Tier 4 (General) Student Visa up to three months before the start date of the program and you must not apply for your visa until you have received your CAS number from AIFS otherwise your application will be rejected.

#### **Fees:**

The current fee for a Tier 4 (General) Student visa is £255. This is levied by the UK Border Agency and not AIFS and this is subject to change.

For further information please contact:

Sinéad Sheehan  
Head of Academic Services  
AIFS, Dilke House, Malet Street, London WC1E 7JN  
Tel: ++44 207 636 0761, Fax: ++44 207 637 1325  
Email: [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk)



**CALIFORNIA STATE UNIVERSITY**  
**INTERNSHIP APPLICATION FORM**  
**SPRING 2012**

Please note that if you are undertaking an internship, you **must** apply for a Tier 4 (General Student) prior entry clearance visa in advance of your coming to the UK – a separate handout on prior entry visas will be emailed to students on receipt of their AIFS internship application form. **Please refrain from making a prior entry visa application until you have received this information from AIFS.**

**PERSONAL DETAILS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Please include your email address (the one you check most frequently) as this allows us to answer any questions you may have regarding your internship prior to your arrival in London. Please write clearly.*

All applications **must be submitted via email to [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk)** (with cover letter and resume attached). The closing date for applications is **FRIDAY 21<sup>ST</sup> OCTOBER 2011**. Unfortunately applications received after this date **cannot be accepted**.

**ACADEMIC INFORMATION**

Major: \_\_\_\_\_ Class Standing: SR JR

Anticipated graduation date: \_\_\_\_\_ GPA: \_\_\_\_\_

**INTERNSHIP INFORMATION**

What kind of internship placement are you interested in and why? Please list your choices in order of preference.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you have any experience in your chosen field? (If not, what skills do you have that you feel can be applied to this area).

If we are unable to arrange something for you in this field, would you be willing to try other areas of work and what would they be? **PLEASE INCLUDE OTHER AREAS YOU WOULD CONSIDER.**

Applications (with cover letter and resume attached) need to be sent **via email to [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk)**. Closing date for applications is **FRIDAY 21<sup>ST</sup> OCTOBER 2011**. Late applications cannot be accepted.