



### Internship Application Requirements

In order to be considered for an internship, you must meet all requirements outlined on the Career Services webpage and submit the documents listed below. Only complete applications, containing all required documents, will be considered.

#### Documents required upon application:

1. Your impeccable resume in English or Spanish. Your resume must be ready to send to companies. If yours is not perfect, you will need to revise it until it is.
2. A photocopy of your valid *Tarjeta de Residencia*, even if you are an EU citizen, as companies need it for legal issues, or your Spanish *DNI*.
3. A photocopy of your passport (and visa, if applicable).
4. A current, unofficial copy of your transcript from Banner.
5. Your printed schedule (with times and days) of the semester for which you are applying to work.
6. The completed [Internship Application](#).

#### Once you have obtained an internship and are ready to begin work, you must submit the following:

1. Your written Learning Objectives, as outlined on the syllabus.
2. A completed registration form, so you can enroll in the class.
3. Proof of insurance which covers the length of the internship and is valid in the country where your internship will take place.
4. A signed Convenio and Anexo.
5. **You may need to obtain a Spanish Social Security number.** This will depend on the organization where you work.

**No student will be allowed to begin work at a SLU-sponsored internship until he/she has submitted all the documents listed above.**