



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 *TIE* or *NIE* - even if you are an EU citizen - as companies need it for legal issues, or your Spanish *DNI*.
3. If your *TIE* is expired, you must provide proof that you are in the renewal process.
4. The completed [Internship Application](#).

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

1. Submit proof of insurance which covers the length of the internship and is valid in the country where your internship will take place.
2. Submit a signed convenio and anexo.
3. Register for the internship course.
4. **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.