



International Internship Program

INTERNATIONAL DIVISION
UNIVERSITY OF WISCONSIN-MADISON

Internship in France: next steps

For an internship in France you must:

- Be an enrolled student at UW-Madison
- Participate in the Worldwide Internship Program (WIP) through IIP for credit
- Complete an internship agreement (*convention de stage*) with the organization and UW-Madison (this takes about 2.5 months)
- Have a valid passport and French visa

1. Identify internship opportunities

Timeline: June – September for Spring internships | June - November for Summer – January | November – January for Fall internships

Student

- Watch Getting Started video and/or attend IIP info sessions
- Research internships listed on database
- Get advising with IIP

IIP

- Post internships on database
- Provide advising and info sessions

Organization

- Post internships with IIP or own website

2. Apply for the internship

September – early October for Spring | June – November for Summer | January – mid February for Fall

Student

- Submit applications through IIP database by deadline
- Apply directly to organizations not listed on IIP database
- Visit Career Services for help on resume & cover letters
- Apply for credit through IIP database (only for internships NOT listed on IIP's database)
- Interview with organization(s)
- Look into funding opportunities (most UW scholarship deadlines in early October or March)

IIP

- Provide feedback on application materials, if submitted early
- Process applications & forward to organizations

Organization

- Review applications
- Hold interviews with selected candidates
- Notify students and IIP of internship selection

3. Confirm participation in internship with organization, IIP and International Academic Programs (IAP)

late October for Spring | late November for Summer | late March for Fall

Student

- Confirm participation in internship with IIP AND organization
- Pay program deposit to IAP
- Complete forms on IAP's MyStudyAbroad account
- Identify & secure housing in France

IIP

- Forward application to IAP after student accepts position with IIP

IAP

- Receive accepted student application
- Send student confirmation materials (MyStudyAbroad account)
- Enroll student in online course and international health insurance

4. Complete tri-lateral internship agreement

early November for Spring | December – February for Summer | late March for Fall

France requires a trilateral internship agreement (*convention de stage*) between the student, UW-Madison and the host organization. This document lists each party's responsibilities.

- This document must be approved by our Legal Department AND signed by the Chancellor or one of their appointees. **No other signature is valid.** This usually takes at least two weeks.
- Once all parties have signed the *convention de stage* the organization will submit the *convention de stage* to the French Ministry of Labor (DIRECCTE) for official government approval. This can take up to 2 months.

<p>Student</p> <ul style="list-style-type: none">• Provide information requested by IIP• Sign <i>convention de stage</i>• Respond to IIP's email quickly	<p>IIP</p> <ul style="list-style-type: none">• Coordinate signing and approval of <i>convention de stage</i>	<p>Organization</p> <ul style="list-style-type: none">• Sign <i>convention de stage</i>• Submit signed <i>convention de stage</i> to DIRECCTE in France• Provide student and IIP with approved <i>convention de stage</i>
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5. Prepare to go to France

November/December for Spring | February - May for Summer | April/May for Fall

<p>Student</p> <ul style="list-style-type: none">• Attend IIP's pre-departure orientation• Apply for French visa (in-person appointment at French Consulate required)• Visit UHS Travel Clinic• Pick up WIP course reader• Notify local bank of overseas travel	<p>IIP</p> <ul style="list-style-type: none">• Provide advising and assistance, as requested by student and organization	<p>Organization & IAP</p> <ul style="list-style-type: none">• Provide assistance, as requested by student and IIP
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Tips:

- Contact your IIP advisor at any time with questions!
- Internships in France may take a while to set up and involve extra steps. Start your search early!
- The nearest French consulate to UW-Madison is in Chicago. Appointments fill up fast so book your appointment early! The visa application process may take longer for non-US citizens.
- You must secure housing in France before getting your visa. This may take a while; start early!
- IIP has resources for finding housing in France; another great resource may be your host organization.