

Internships

Next Steps Checklist

Below is a step-by-step checklist to guide you through the steps that follow submission of your Internships application.

Internship Application Process Next Steps

Next Steps Session

- Watch the mandatory Next Steps Session (available in the workflow)

Application eligibility outcome

Eligibility outcome notification approximately 10 days after application submitted.

- Application for credit must be completed by the student directly with the faculty.

Submit an OS-HELP Loan application

Review the [OS-HELP Loan information](#) and apply online by relevant deadlines:

- By 15 January for overseas study commencing March to August
- By 15 March for overseas study commencing May to October
- By 15 June for overseas study commencing August to January
- By 15 September for overseas study commencing November to April

Apply to Internship provider directly

- By the Internship provider deadline

Prepare your CV & Interview skills

- [Creating or updating your CV](#), using the Craft your application online system.
- [Preparing for your first Interview](#), by reviewing the online step-by-step guide and [mastering your elevator pitch](#).

UQ & NCP Funding announced

- By end May for Winter experiences

By end October for Summer experiences

Submit Host acceptance

- Upload copy to internships workflow by the deadline

Complete your travel declaration and details.

To be covered by [UQ's Corporate Travel and Health insurance](#) and access International SOS, you **must** complete the following steps:

- Complete the Travel Details Form on your StudentHub Workflow
- Create an account/register with ISOS

- Create your profile
- Create a new trip and enter your travel details

Please refer to the [MyTrips user guide](#) for detailed instructions on how to enter your details. When you have completed this step, you will need to upload a screenshot of your MyTrips entry from your International SOS profile to the Travel details form on your Internships Workflow.

Travel Preparation Next Steps

- Research and understand the relevant destination information for your departure country, destination country and all transit countries, including travel restriction, security, public health measures and quarantine requirements. Suggested sources for travel research are: the [International SOS Trip Planner](#) and [Smartraveller](#) website.

For departure from/return to Australia restrictions/considerations please refer to the [Australian Department of Home Affairs](#). It is recommended this information be reviewed during the planning stages of your travel and also prior to country departure/entry. Travel restrictions, quarantine mandates and other requirements to depart and enter countries can change with little to no notice.

Note 1: Every country has its own rules for incoming travellers based on your citizenship or visa, vaccination status, where you have travelled from and, in some cases, which countries you have visited in the past few weeks or months.

Note 2: You will be responsible for any quarantine costs in countries where quarantine applies or may apply.

- Research and understand all transport and accommodation provider's procedures and requirements (airline, rail, hotel, etc.), including documentation, and vaccination requirements
- Read the relevant country guides/information on the [ISOS UQ Portal](#) and on [Smartraveller](#) and register for Smartraveller alert.
- Ensure all required vaccines are up to date before undertaking any international travel (e.g. yellow fever, Covid-19, etc.)



Once you have completed your research, consider carefully if the risks and requirements related to your global experience, as well as the travel insurance conditions and limitations are acceptable for your proposed travel.

If you wish to withdraw your application, please inform the Internships and Global Experiences Team at iget@uq.edu.au as soon as possible.

Checklist continues ...

Insurance Notes and Next Steps

- Please refer to the UQ Insurance Services travel insurance webpage, in particular the [Travel Insurance](#) for Students brochure, to understand when you are and are not covered by UQ travel insurance. Students are strongly encouraged to arrange personal travel insurance when UQ coverage does not apply.
- UQ will not cover any costs attributable to private travel. Make sure you obtain your own private travel insurance to cover any liabilities or risks arising from private travel (refer to the *Travel Insurance for Students* brochure on the [Travel Insurance webpage](#)).
- Ensure you have sufficient funds to cover potential additional travel costs not covered by UQ insurance, e.g., accommodation and living costs for travel delays due to border closures or other changes in government travel restrictions.
- Know what kind of health insurance coverage is required by the host university, and make sure that you hold compliant insurance cover.
- Contact [UQ Insurance](#) to discuss any questions about UQ's travel insurance or other UQ insurance coverage.

Refer to the [IGET Pre-departure Essentials Checklist](#) for the next steps of the process.