

1. Schedule an initial appointment with the ICAP coordinator, fill out intake form and get into eRecruiting. Be prepared to discuss either:
 - a) Options on where to go (if you haven't decided on a program)
 - b) Next steps to take after choosing a program (see step 2 for instructions)
2. Schedule a follow-up appointment once you choose a program:
 - a) Can you really go?
 - i. Passport: you will need a passport and please remember that the process can take a long time. Information for American citizens can be found on www.state.gov.
 - ii. Discuss costs: remember that the entire cost of the program may not be listed as a lump sum, often times students will forget to figure the cost of housing, cost for food and transportation/airfare in their budgets. Discuss funding options (some programs offer in house scholarships, and attend an ICAP Fundraising seminar)
 - b) Will this help me out for the future?
 - i. Discuss credit: do you want credit at all (we suggest you try and get it, if not, then experience is still good for resume)
 - ii. Discuss option for ODU credit and transfer credit. ODU credit and Transfer credit must be approved by their program director. Remember that some majors (teaching, tourism, sports management, fine arts, etc) have specific requirements for their large internships and international internships may not cover these requirements.
 - c) Get the Process Started?
 - i. Discuss application process: programs differ in their application process and requirements; students should typically have a resume, application form, photographs, recommendation letters and statement of purpose. Get started on your resume, statement of purpose and recommendations, then schedule follow-up to do a resume critique and a statement of purpose critique. You can also walk-in to the Cyber Career Center Monday-Friday 10:00 am until 5:00pm for these critiques. Students often ask what should a statement of purpose say and recommendation letters say. The statement of purpose should discuss interest in their field and then interest in their location and a combination of the interest as the most basic information.
3. Schedule a Follow-Up Appointment to go over Application packet
 - a) You should bring the entire application packet for review
 - b) You will receive an Office of Study Abroad packet which you need to fill out.
 - c) You must meet with the Office of Study Abroad to finalize their information.
 - d) Remind students they have a survey for Study Abroad to do and one for us as well.
4. The ICAP Coordinator and you will also meet with your College Liaison to make sure the requirements for your college has been fulfilled.