The IIP Database is meant to streamline searching and applying for international internships for UW-Madison undergraduate students. This document will answer basic questions about the opportunities, how to search, review, and apply. Please contact us via e-mail or at walk-in advising with any questions!

Types of Opportunities Included

1. **IIP-Cultivated Positions:** These are internship positions that the International Internship Program has cultivated specifically for UW-Madison students. They will appear highlighted in a red/pink color in the search results. In most cases, you will apply for these by uploading and submitting your materials through the database. These internships are often only open to UW-Madison students or they have reserved spots/preference for UW-Madison students so they are an ideal place to start. Many are through alumni or other Wisconsin connections.
2. **Other UW-Madison Positions/Programs:** We have also included IAP Study Abroad and CALS International Programs, and Business International Programs opportunities. There are links provided to go to their websites to find more details and apply for these. Some of these are with placement programs that match you in an internship for a fee.
3. **External Opportunities:** These are open opportunities that IIP is familiar with through past student participation, research, or advertisements. These are often open to anyone (nationwide or worldwide) and we've included them here to help promote them to UW-Madison students. You need to apply independently with the link provided, though IIP is happy to help during the application and acceptance process.
4. **Fee-based Placement Programs:** Other than those approved by UW study abroad offices, we are not currently listing these. You can also check our Fee-based Programs webpage to find links on non-UW databases where you can find a wide range of these programs and we can advise.

Searching for Internships

Click Search to see all opportunities in the database. By default you will see both those currently accepting applications, and past ones that are likely to repeat, but are not yet open for a future term (see Y/N in the Open column to confirm). They appear alphabetically by Internship Name.
Start simple and get more specific as you may miss opportunities or get no results!

Keyword Search: This will search through the opportunity title, field(s), and primary internship duties. It will search any word you enter. This is a good place to start narrowing your search.
Organization name: You can use this to select a specific organization of interest.
Sector: You can pick for-profit, non-profit, government or unknown for sector of the organization.
Term: You can either pick a specific term (e.g. Summer 2015) or pick the duration (Fall) that you want. You can use Ctrl+ click to select multiple – if you're interested in spring you might also want to look at Spring + Summer. We update opportunities as we have them so if you're planning ahead there may not yet be anything for that term, but you can look at past examples.

Country: Search by country of placement. Some opportunities may have multiple countries, either because you can intern in more than one place, or you will be interning in both. Worldwide means something is available in many locations.

World Region: Search by region, rather than specific countries

Language: Search for opportunities with preferred or required language skills. *Many opportunities do not have language requirements so be sure to check countries of interest as well.*

Academic Standing: In most cases this means at the time of the internship.

Field: You can pick the main field area of interest.

Application Status: If you only want to see those accepting applications you can change this.

Open to: By default you will see all opportunities, but you can choose just to look at those for UW-Madison students, whether IIP positions or other campus programs.

Fee Status: By default you will see all types. You can also limit by those with no fee, fee for credit, or fee for placement.

Internship Type: By default you will see all types, but you can limit to programs with a placement or just positions.

Show Global Health Certificate only: If we have any pre-approved by Global Health they will be here, but often they will be approved case-by-case so don't limit yourself to this!

You can **Clear** your search results to see more or start over.

Viewing Opportunities

- **Internship Information** section will give you an overview of the opportunity including location, duration, primary internship duties, qualifications, and language information.
- **Logistics** section will show you any estimated costs (these are only estimates, individual budgeting and other factors will affect this, but these are meant to give you an idea). It will also include information on housing and credit. The Worldwide Internship Program is an online course offered to any students interning abroad during a semester or summer; it may be required or recommended. Example scholarships appear, but there are others!
- **Application Process** section will tell you required items for applying, deadline, and any other information. For IIP opportunities you will have a link to apply with us; for external you will be guided to their website for more information.

Applying for Internships

*For any internship with the **Proceed to Application** button, you can apply within the system.*

1. Review the details of the opportunity and any application instructions to help guide you.
2. **Required Documentation:** Upload one file for each required item. PDF files are strongly preferred.
3. **Additional Information:** If any other items, such as language skills, are required you can enter that here. If a language is preferred or required you will be prompted to select your level from None to Native. There is a free-text box to provide further description of your language proficiency.
4. **Submit**: Once all required items are uploaded or filled out you may Submit. Make sure to Submit before the deadline. IIP will review and may give you feedback for updates before submitting to the organization.