Now that you’re in, you might be wondering “what’s next?” You will complete each of the following steps to ensure you’re prepared to begin your academic internship program in Washington, D.C.

**Internship**

You will work with an internship advisor to discuss your interests and goals. During the internship matching process, you will interview and secure your internship prior to arrival in Washington, D.C.

☐ Set up an advising session with your internship advisor.
☐ Discuss and provide documentation of any internship requirements necessary to receive credit.
☐ Communicate with your internship advisor throughout the internship matching process as you interview and receive an offer.
☐ Accept your internship placement.

*International Students*: You must confirm your internship placement before beginning the J-1 Visa process.

**Course**

Your LEAD colloquium and internship are complemented by an evening course that meets one night a week – you’ll preference your courses and be assigned as space is available.

☐ Discuss with your campus liaison any course credit requirements.
☐ Submit your course preference during TWC’s open enrollment period.

*D.C. Link students do not take a course*

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**Community Profile**

All students complete the community profile, regardless of whether you will be residing in TWC housing. The community profile is where you submit your emergency contact information, ID photo, disability accommodation requests and documentation, commuter student status, living preferences, parking requests, roommate requests, housing security deposit, and arrival information.

**Disability Accommodations**

☐ If you are in need of special accommodations or wish to be considered for a financial award as part of the Leadership Initiative for Students with Disabilities, upload disability documentation and accommodation needs.

**Housing**

☐ Submit your living preferences, roommate requests, and housing security deposit through the community profile by the priority deadline for fullest consideration.

**Arrival Information**

☐ Update your arrival date and time within your community profile, including your travel information. This step may be completed at a later date, once you have finalized your travel arrangements.

☐ Request approval for your late arrival from your internship advisor, if applicable, 30 days prior to your check-in date.

*International Students*: Update your arrival information with the date you received your J-1 visa from the U.S. Embassy (does not apply to Canadian citizens). This should be completed no later than 10 days before your scheduled check-in date.
Payment & Finances

Be sure you understand your university’s arrangement with TWC and understand the costs associated with your program participation and housing.

Program Fees
☐ Confirm with your campus liaison / sponsor the billing arrangement between TWC and your college or university, ensuring that you understand to whom TWC’s invoice(s) will be sent, and how much you will ultimately owe your home institution and/or TWC.

University Financial Aid & Awards
☐ Confirm with your campus financial aid office that you will have access to your standard financial aid package.
☐ If applicable, discuss the ability to increase your financial aid package based on increased costs for your term with TWC.

TWC Awards
☐ Check your email: Students who are selected to receive a scholarship from TWC will receive an award notification via email from financialaid@twc.edu.
☐ Read your award letter thoroughly: TWC award notifications contain important information and requirements in order to accept and maintain the award.

Invoice
☐ If you are waiting on the disbursal of financial aid funds from your college or university in order to help pay your invoice, please download TWC’s Financial Aid Confirmation Form and follow the instructions found on the form.

* D.C. Link students will receive their invoice directly.

International Students

As an international student, know your Visa requirements and take the necessary steps to meet them. We will help with any Visa questions and other important items you are considering as you prepare for your time in the U.S.

Visa
☐ Review the J-1 Visa Pre-Arrival Guide to familiarize yourself with the process.
☐ Confirm your internship so the J-1 Visa process can begin.
☐ After internship placement, TWC will mail your J-1 Visa package. Please ensure TWC has your correct current address.
☐ Update your community profile with the date you received your J-1 visa from the U.S. Embassy (does not apply to Canadian citizens).

Important Items
☐ Health Insurance: Before departure, purchase health insurance compliant with J-1 visa regulations.
☐ Phone: If you do not plan to purchase a mobile phone in the US, be sure to set up an international service plan for your mobile.

I’m Ready

Your academic internship experience is quickly approaching – here are a few things you can do to prepare in the final two weeks approaching your arrival to Washington, D.C.

☐ Create a budget: budget for expenses such as transportation to and from DC, food, and local transportation.
☐ Email your internship site supervisor: ask any questions you have about your first day and getting to your internship site.
☐ Log on to Schoology: meet your LEAD Instructor, Course Instructor, and Professional Track Advisor.
☐ Attend a pre-arrival program: learn about community life, student services, and the academic internship program.
☐ Contact your roommate: introduce yourself and see if you have any shared items as you prepare to pack.
☐ Prepare for your move: make a list of items and pack for your move.