

<b>STUDENT INFORMATION</b>	
Last Name: _____	First Name: _____
Department: _____	Year: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> Graduated
Address: _____	<input type="checkbox"/> MA <input type="checkbox"/> MFA
Cell: _____	Email: _____
Birthdate: _____	Birthplace & nationality: _____

<b>COMPANY INFORMATION</b>	
Name: _____	Activity: _____
Signatory: _____	Title: _____
Supervisor: _____	Title: _____
Address: _____	
Telephone: _____	Email: _____
Start date: _____	End date: _____
Company SIRET number: _____	Weekly internship hours: _____

<b>STUDENT SIGNATURE</b>	_____	Date _____
<b>DEPT. HEAD SIGNATURE</b>	_____	Date _____
<b>CAREER SERVICES SIGNATURE</b>	_____	Date _____

<b>BUSINESS OFFICE AUTHORIZATION</b>	
<input type="checkbox"/> Student's account is non-debtor <input type="checkbox"/> Student does not have any loan due at this date	
<b>BUSINESS OFFICE SIGNATURE</b>	Date _____

<b>STUDENT SERVICES AUTHORIZATION</b>	
<input type="checkbox"/> Student's visa is valid for the full duration of the internship <input type="checkbox"/> Student is not required to have a visa for study or internship in France	
<b>STUDENT HEALTH INSURANCE INFORMATION</b>	
<input type="checkbox"/> Student is covered by French Social Security for the duration of the internship <input type="checkbox"/> Student is covered by European health insurance for the duration of the internship <input type="checkbox"/> Student is covered by personal health insurance for the duration of the internship	
STUDENT SERVICES SIGNATURE _____	Date _____

PLEASE NOTE THAT IT MAY TAKE UP TO 5 BUSINESS DAYS TO PROCESS INTERNSHIPS

<b>REGISTRAR'S SIGNATURE</b>	_____	Date _____
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Only students in good academic and financial (i.e., no outstanding fees or tuition) standing, have valid student residency paper (non-EU students), and covered by health insurance are eligible for an internship.

## PROFESSIONAL INTERNSHIPS

Professional internships are an invaluable means of acquiring necessary work experience and professional connections. Students must be well-organized, have excellent time-management skills, and maintain good grades in order to be considered for any of the various internships that become available throughout the school year. In most cases, students need working knowledge of French which is why students should take advantage of the free French lessons as well as the free French tutors provided by PCA. Certain departments require internships as part of the curriculum and these are taken for credit.

In order to do an internship in France, French law requires that an individual is a student enrolled officially in an educational establishment, and that students are covered by a legal document called a *convention de stage* that outlines the terms of the internship and is signed by the student, the school, and the company. Students must also have valid student residency papers (*titre de séjour*) if they are from a non-EU country.

### Eligibility to Receive a *Convention de Stage*

In order to be considered a student in terms of French law and receive a *convention de stage* from PCA, a student must fulfill one of the following criteria:

Be currently enrolled for a full-time credit load of 12 credits or higher (e.g., registered as a full-time student for the semester and doing their internship concurrently);

Be pre-registered for the next semester and undertaking the internship during the vacation period leading up to that semester;

- Be a recent graduate of PCA and register for the zero credit internship year fee; in this case the internship must start within 6 months of graduation and can be for a maximum of two semesters;

- Be a recent masters graduate of PCA and register for the zero credit applied studies year fee; in this case the internship must start within 6 months of graduation and can be for a maximum of two semesters;

- Be on an official leave of absence after having completed at least four semesters as a full-time, matriculated degree candidate and register for and pay the *convention de stage* fee; or

- In the case that a student is on an official leave of absence but has completed less than four semesters as a full-time, matriculated student, the individual must register for a 3-credit internship to attain "student" status, and complete the academic requirements necessary to be graded and to receive these credits. This *convention de stage* is granted for a one-semester period only. In order to receive a *convention de stage* for a subsequent semester the student must have received a passing grade for their internship. This can only be done for two

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