

KELLOGG INSTITUTE FOR INTERNATIONAL STUDIES

Domestic Internships

Explanation of Required Documents

This sheet is a guide to the forms you will find in your packet as well as the paperwork you are required to complete for your program. Please be certain to review it to ensure that you are completing all necessary forms and reports.

Taxable Income Information Letter

Please read this letter carefully and keep it for reference when you are completing your taxes in the spring. Please note that you received this letter with your award notification.

Waivers

Once you and your supervisor have determined the dates for your internship, please let Holly and Liz know. Waivers will be created by the Office of Risk Management and sent to the Kellogg Institute. We will inform you when these waivers are ready for your signature. Please realize that waivers can take several weeks to be processed. Kellogg will not provide your funding until signed copies of these waivers are on file in our offices. (There are 2 waivers for all sites.)

Emergency Contact Information

This form will be used in case of emergencies. Please ensure that the form is filled out completely and accurately. **You will receive an electronic copy of this form from Liz McCoy.**

Travel Insurance

Please ensure that your health insurance policy will cover you while you are at your internship site.

Internship Work Agreement

Complete this form with your supervisor to determine your job responsibilities for your eight to ten-week internship. You can find this form at kellogg.nd.edu/students/current.shtml.

Funding

Please be aware that you cannot be paid until all forms are completed and submitted to the Kellogg Institute. Once all forms are received by Kellogg, we will initiate the request for payment. Please note that multiple University offices are involved with payment processing, and it may take several weeks for your check to be issued.

All questions regarding payment should be submitted to Liz McCoy (emccoy3@nd.edu; 574-631-4846.)