Checklist for the International Student Teaching experience

___ Obtain an application packet from the web at: http://education.unlv.edu/ofe/international/
Applications must be submitted preferably before October (for the following Fall Placement) or March (for the following Spring placement).

___ Complete an application form and return it to Dr. Emily Lin (CEB 301).

___ Complete an interview with the International Student Teaching Committee.

___ Receive official notification (a letter on UNLV letterhead), or an email from the director, stating that you have been accepted into the program.

___ Complete a Student Teaching Application with the Field Placements Office for the Clark County School District in case a situation arises that will cause cancellation of your International Student Teaching experience.

___ Make an appointment with Office of International Programs, 702-895-3896 to begin passport application, visa assistance, health insurance, etc.

___ Begin contacting travel agencies about travel plans.

___ Receive notice of exact placement of your student teaching assignment and verify with IST coordinator the exact date of your departure and planned date of return. (Complete form and return to IST Office).

___ Write the host family and the school so that you have proof of lodging in the international setting. You need to have a letter in your possession stating that you have a place to live in your host country. Have you verified the costs in your host family setting?

___ Make arrangements to have someone pick up your cap and gown for graduation. Have you paid all necessary fees associated with graduation? Do you have a contingency plan for graduation?

___ Check with your travel agency or airline regarding luggage limitations and explore options for shipping additional materials.

___ Health questions can be answered by our international office, your family physician, or perhaps you would want to contact a doctor who specializes in international medicine.

___ CCSD employment/Placement Files/Recommendations. Complete the necessary forms prior to departure.