Completing the International Practicum Registration

Step 1: Once you submit a practicum plan through the SPHHS Practicum Website, your Practicum Director will notify you that international applicants need to complete the online registration with the Office for Study Abroad’s site via the International Practicum Registration page.

Step 2: Students will be redirected to the Office for Study Abroad’s site to begin their International Practicum Plan registration. To begin, they will click on the “Apply Now” button.

Step 3: The system will ask if you are sure you want to continue. Click “OK”.
Step 4: Login using your GW Net ID and GW Email password (the same credentials they use to login to Blackboard).

Step 5: The site will ask you to indicate the term you will be abroad, the location(s) of your practicum, and the date(s) you will be abroad. Once you are finished populating this information, click “Submit” at the bottom of the page to move forward with your registration.

Please note: If this information changes at any point, you must email the Office of International Programs at oip@gwu.edu with your new date(s) and location(s) of travel.

Step 6: You will arrive at your application page, which will display when you are going abroad, the term, and the registration requirements on the right side of the page. Click on the Practicum Plan Registration form.
Step 7: You will be provided with a What-You-See-Is-What-You-Get (or WYSIWYG) editor, where you can type their practicum plan or you can upload the document from their computer.

By scrolling down, you will be able to provide the name and email address of their Practicum Director, as well as assess the risk of their practicum’s location.

Your file will be reviewed by the Office of International Programs at this point in time.
After Your File Has Been Reviewed

**Step 1:** If you have indicated that your destination of choice is low risk according to International SOS, you will be moved forward in the registration process. You will receive an automated email from the system, indicating that your plan has been approved.

If you indicated your destination is a high risk location, your plan will be reviewed by Donna Scarboro, the Associate Provost for International Programs. Upon reaching a decision, you will be notified by an automated email from the system.

**Step 2:** You will return to the Office for Study Abroad’s site and click on your application to view the decision.
Step 3: The system will provide you with a decision letter before you proceed with your registration.

Step 4: You will have the ability to commit to your plan at this time, as well as complete the remaining registration requirements.

By clicking on the individual E-Signature documents, the student will be able to electronically sign that they have committed and understood this requirement.

Additionally, by completing the additional Fillable Forms, the student will be able to provide us with emergency contact information, in the event of an evacuation or other emergency.

Please note that all of these forms must be completed in the Office for Study Abroad’s website before you can move forward in the SPHHS Practicum site. Your Practicum Director will be automatically notified once you complete all of the requirements.