

Document checklist

Document for Submission	Submission Procedure	Remarks
Resume	Student→Teacher→University→Host	
Medical examination report	/	
Special Subject Completion Status	Student→Teacher→University→Host /	
Internship Objectives and Issues	Student→Teacher /	
Letter of Introduction	Student→Teacher→University→Host / /	
NIFS SCO-OP Internship Program Certificate	(Student→Teacher→)Student→Host→University→Teacher /	
NIFS SCO-OP Achievement Report	(Student→Teacher→)Student→Host→University→Teacher /	
NIFS SCO-OP Internship Program Survey	(Student→Teacher→)Student→Host→University→Teacher /	
Internship Journal	Student→Host→Student→Teacher→Student / / /	
Impressions of the NIFS SCO-OP Internship Program	Student→Teacher /	
Photos of intern in the workplace	Student→Teacher /	
Letter of Appreciation	Student→Host /	
NIFS SCO-OP Internship Program Report	Student→Teacher(→Student) /	

* / = submission & return date