

**International Development INDEV – Practice Specialization**

**Arrange Own Field Placement (AOFP) Form**

|  |
| --- |
| **Student Name and ID:** |
| **Proposed AOFP Term Start/End:** |

**Instructions**

*Use this form if you meet the eligibility requirements to proceed with arranging your own field placement.*

I understand that in order to receive program approval and credit for my field placement and be eligible to receive academic credit for my field placement I must complete and submit this form with all required documentation ***at least 60 days prior to departure***.

Yes

I understand that I must discuss the suitability of my proposed field placement with the INDEV field placement manager before submitting this form and accepting an offer from a host organization.

Yes

I understand that the submission of this form does not guarantee approval or credit for the field placement.

Yes

I understand that my proposed field placement will not be considered if Global Affairs Canada has issued an “avoid non-essential travel” or “avoid all travel” advisory for my location prior to the start of the placement.



**Personal/Academic Information**

*Please ensure that your contact information is up-to-date here and kept up-to-date on Quest before and during placement [Quest website: https://uwaterloo.ca/quest/]:*

|  |  |
| --- | --- |
| UW email |  |
| Phone |  |
| Current academic level at UW |  |
| Proposed AOFP term |  |
| Minors/options |  |
| Prior undergraduate degree |  |
| Citizenship |  |
| Passport # |  |
| Date of expiry |  |

**Proof of Eligibility**

|  |  |  |
| --- | --- | --- |
| 1. | Prior international work experience | Attach CV |
| 2. | University or college degree | Attach copy of transcript |
| 3. | Citizenship in placement country | Attach copy of passport |
| 4. | Local language proficiency | Attach CV or other proof |
| 5. | UW workshop completion | Attach proof of completion |

**Legal Authorization Plan** (visa/permit)

|  |
| --- |
| Provide details here: |

**Field Placement Information**

|  |  |
| --- | --- |
| Country |  |
| Start/end date |  |
| Host organization |  |
| Website |  |
| Street address |  |
| City/town |  |
| Province/postal code |  |

*Check which one of the following types of organization applies:*

non-profit group or association  donor agency  private for-profit enterprise

educational institution  other (explain here)

**Supervisor Information**

|  |  |
| --- | --- |
| Salutation (Dr., Mrs., Ms., Mr.) |  |
| First Name |  |
| Last Name |  |
| Official Title in Organization |  |
| Phone number (include intl codes) |  |
| Mobile number |  |
| Skype address |  |
| Email |  |
| Working language(s) |  |

In order to verify the terms of your placement, please confirm that your supervisor is able to converse and/or write in English?

Yes  No

If no, please provide the name of another staff member at your host organization with whom we may communicate in English:

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Position title |  |
| Phone number |  |
| Email |  |

**Field Placement Details**

|  |  |
| --- | --- |
| 1. | What is your title/position? |
| 2. | How many hours a week are you required to work, and which days? |
| 3. | What kind of a visa do you need for this position? |
| 3. | Is this a paid position and if so what is the estimated amount earned? |
| 4. | Please list all types of support that your host organization is providing to you during your field placement including any costs or in-kind costs (i.e., airport pickup, flights, accommodation, visa costs, local travel costs, or stipend, etc.) |
| 5. | Where will you be based and does the position involve travel? To where? |
| 6. | How did you find and arrange this position? |
| 7. | Please attach a separate file or copy and paste the job description outlining at least five different duties and responsibilities. If your position does not have a formal JD provide an overview similar to what your supervisor has explained to you. |
| 8. | Explain why this is the right opportunity for you (a few sentences max). |
| 9. | Any other details you would like considered when assessing this for approval? |

**Ready to Submit?** (*attach all applicable documents with this form*)

My CV (pdf)

Copy of My Degree Transcript (pdf)

Copy of My Passport (pdf)

My Offer Letter/Email (pdf or word)

My Job Description or Terms of Reference (pdf or word)

**AOFP Form**: save this form in PDF format with filename **“AOFP Form YOURLASTNAME”** and submit with this filename in the subject line to John Abraham*, INDEV Field Placement Manager,* [*j9abraham@uwaterloo.ca*](mailto:j9abraham@uwaterloo.ca)

Reviewed and Approved by: Date:

|  |
| --- |
| John Abraham, Lecturer & Manager, International Work Experience - INDEV |