THE AGA KHAN UNIVERSITY

INTERNSHIP PRE- ARRIVAL/ ONBOARDING DOCUMENTATION CHECKLIST (FOR AKU-IIP)

Prior to your travel to your internship host country, kindly ensure that you have completed the below checklist:

1. Have you received your internship permit / business permit approval?	**YES OR NO**
2. Have you shared your flight details?	**YES OR NO**
3. Have you shared your medical and travel insurance?	**YES OR NO**
4. Have your shared your covid 19 certification?	**YES OR NO**
5. Are you physically, mentally, and financially fit to travel?	**YES OR NO**
6. Have you received information regarding your housing?	**YES OR NO**
7. Have you paid your accommodation deposit?	**YES OR NO**
8. Have you received your driver (pick-up from the airport) information?	**YES OR NO**
9. Have you received the contact information of the Programme Coordinators?	**YES OR NO**
10. Have you received information regarding your Orientation upon arrival?	**YES OR NO**
11. Have you received a copy of your Contract and NDA?	**YES OR NO**
12. Have you received your pre-arrival orientation?	**YES OR NO**

Note:

Should you notice that you are missing an item from the above list, please contact the programme team immediately prior to your departure

THE AGA KHAN UNIVERSITY

INTERNSHIP ARRIVAL CHECKLIST (FOR AKU-IIP)

During your first week of your internship placement, you are expected to complete various on-boarding tasks. To ensure there are no outstanding tasks, please select Yes or No for the below questions:

1. Have you completed you three (3) day isolation?	**YES OR NO**
2. Have you conducted a Covid 19 self-test?	**YES OR NO**
3. Have you read, understood and signed your contract for the AKU-IIP?	**YES OR NO**
4. Have you read, understood and signed the NDA (non-disclosure agreement)?	**YES OR NO**
5. Is your visa valid for your placement duration?	**YES OR NO**
6. Have you shared your Bio and picture- not more than 50 words?	**YES OR NO**
7. Have you received your AKU Temporary ID card?	**YES OR NO**
8. Have you received your AKU email address?	**YES OR NO**
9. Have you received your meal vouches for 7-days?	**YES OR NO**
10. Have you completed your onboarding orientation with the programme team?	**YES OR NO**
11. As part of the orientation, have you completed your security briefing?	**YES OR NO**
12. Are you settled in your accommodation? Do you know how to travel to/from work each day	**YES OR NO**
13. Do you have access to all applicable facilities at the accommodation and on campus? (ie. library, etc.)	**YES OR NO**
14. Have you met your mentor and understood and the expectations, roles and responsibilities of your internship?	**YES OR NO**
15. Do you have an assigned workstation in your office?	**YES OR NO**
16. Have you provided AKU-IIP with your emergency contact information	**YES OR NO**

17. Have you purchased a local SIM and provided AKU-IIP with your local phone number?	**YES OR NO**
18. Have you submitted your placement goals and objectives?	**YES OR NO**
19. Have you been briefed about the internship expectations?	**YES OR NO**
20. Have you been briefed about the housing expectations?	**YES OR NO**
21. Have you received and paid your accommodation charges?	**YES OR NO**
22. Do you feel supported and ready to begin your placement?	**YES OR NO**

INTERN DEPARTURE CHECKLIST (FOR AKU-IIP)

Before your exit, please arrange to complete the below checklist and share the same with the programme coordinators.

1. Have you returned your AKU ID card?	**YES OR NO**
2. Have you returned all applicable access cards? (ie. Sports centre, library, etc.)	**YES OR NO**
3. Is your mentor aware that you are completing your internship? (are all projects completed)	**YES OR NO**
4. Have you completed all necessary monitoring and evaluation documents?	**YES OR NO**
5. Have you paid your accommodation in full?	**YES OR NO**
6. Have you left the accommodation in a clean manner?	**YES OR NO**
7. Have you returned all AKU material? (Library books, stationary, etc.)	**YES OR NO**
8. Do you have your airport transfer booked (if applicable)?	**YES OR NO**
9. Have you handed over all projects to other members of the team/returned all soft copies of documents to the department?	**YES OR NO**