APPENDIX K
International Fieldwork Placement Forms

International Fieldwork Placements Documentation Checklist

DEADLINES:
Each of the below listed items must be forwarded to the Fieldwork Administrative Assistant (Room 987) by the following deadlines:

| Fieldwork II placements: | Mid-July |
| Fieldwork III placements: | Mid-January |
| Fieldwork IV placements: | Mid-March |

Exact dates will be communicated to students by International Fieldwork Coordinator.

REQUIRED DOCUMENTATION FOR ALL STUDENTS:
- [ ] Letter to University Fieldwork Coordinators requesting an international placement
- [ ] International Placement Application Fee
- [ ] Completed International Placements Reference from a faculty member
- [ ] Completed International Placements Reference from a fieldwork preceptor

ADDITIONAL REQUIRED DOCUMENTATION FOR STUDENTS UNDERTAKING A NEW PLACEMENT
- [ ] Evidence that the placement supervisor graduated from a WFOT accredited school and evidence of site’s affiliation with a WFOT accredited program/organization is required if this is a new site for the program
- [ ] Copies of correspondence from the site committing to accepting the student on placement
- [ ] Full contact information for the following:
  - Student Coordinator at the site: ________________________________
  - Student Supervisor at the site: ________________________________
  - OT Registration No. of placement supervisor (if applicable): ________________________________
  - Site name: ________________________________
  - Address: ________________________________
  - Phone number: ________________________________
  - Fax number: ________________________________
  - Email address: ________________________________

Full contact information for the legal/administrative contact to receive the Placement Agreement

Description of the placement

Please note that students should not make any travel arrangements without approval from the International Fieldwork Coordinator once it has been confirmed that the University of Toronto Placement Agreement has been signed by the site.

FOR OFFICE USE ONLY
| Valid contract: YES ________ NO ________ | Date of Expiration: ________________ |

Revised August 2013
International Fieldwork Placement Reference Form

| Name of Student: |  |
| Name of Reference: |  |
| Address: |  |
| Email: | Telephone: |
| How do you know the student (in what context, for how long)? |  |
| Overall impression of the student: |  |
| Suitability for international placement (amount of self direction, initiative, independence): |  |
| Signature*: | Date: |

*Signature is not required if this form is returned by email directly from the referee

Please return this form to:

Fieldwork Administrative Assistant
Department of Occupational Science & Occupational Therapy, University of Toronto
160-500 University Ave., Toronto, ON M5G 1V7
Fax: 416-946-8570
Email: ot.clined@utoronto.ca