



International Fieldwork Placements Documentation Checklist

DEADLINES:

Each of the items listed below 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 the International Fieldwork Coordinator.

REQUIRED DOCUMENTATION:

Letter to University Fieldwork Coordinators requesting an international placement

Completed International Placements Reference from a faculty member

Completed International Placements Reference from a fieldwork preceptor

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 as follows:

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: _____



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