**AIA Intern Extension Application**

This form is to be filled out by the AIA Director. The Intern will contact the AIA director with a desire to stay longer on the field. Anything over 12 months total will be automatically denied. The AIA director will then contact the following individuals in a confidential manner to determine if the extension is accepted or denied. The process will take no longer than 7 days to accomplish.

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where is the internship taking place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why does the intern want the internship extended? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the intern have the financial means to extend the internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once the AIA Director has all of this information he will contact the following in a confidential manner to determine the denial or acceptance of the extension of the internship.

Contact the host missionary to obtain approval from the missionary for an extension. The AIA director will ask the following questions.

* Make sure the missionary understands all communication is in confidence
* Make sure the mission will not be hindered in anyway by the internship being extended
* Make sure the intern has responded in a positive manner to all correction.
* Make sure through communication with the missionary that the AIA intern has not been a financial burden to the missionary.
* Does the host missionary approve the extension? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the host missionary denies an extension the intern is denied but the intern will not know the denial came from the missionary. All denials will be given by the AIA director. The AIA intern will know in advance that denial is a possibility and no information of why a denial took place will be given.

In the event that the Missionary approves the AIA director will contact the interns pastor to get approval for extension. If the Pastor approves the extension the AIA director will need to contact the District World Mission’s director where the intern attends church and let the director know he/she has been given approval for extension from the host missionary and his/her pastor. Finally the AIA director will need to contact the Regional Field Supervisor of the region and let him know that the AIA intern has been approved for an extension for his/her internship. The regional field supervisor will have the final denial or approval for the intern. If the regional field supervisor denies the request for extension, the extension will be denied. If the regional field supervisor approves the extension the AIA director will notify the intern and let him/her know he/she has been approved.

If the intern is denied a request for extension the internship will be final on the pre-determined date and no questions will be asked.