



California School of Culinary Arts

Le Cordon Bleu Program

Pasadena

HOW TO BEGIN YOUR INTERNATIONAL EXTERNSHIP SEARCH

10 Steps to Attain an International Externship:

1. Obtain your PASSPORT.
2. Collect names and addresses of potential sites.
3. Mail a cover letter, your resume and optionally a sample of your portfolio to potential sites.
4. Accept a position and notify Career Services!
5. Contact the consulate of the country you will be visiting.
6. Make travel arrangements.
7. Secure housing.
8. Pick up externship paperwork from Career Services.
9. Depart and enjoy your externship. Don't forget to send in weekly reports.
10. Share the experience with fellow students at:
groups.yahoo.com/groups/CSCAPasadena - [Student message board](#)

For assistance please contact:

Chef Matthew Zboray, Voicemail extension 1620, e-mail Mzboray@scsca.com

Additional Information

International vs Domestic Externship – You have the choice between an international and a domestic externship. International externships are often completed faster as the student will more than likely work 65-70 hour work weeks abroad. An international externship also provides the student with a unique learning opportunity to be exposed to unique products, techniques, cuisine, language and culture. You might even enjoy it!

Externship Requirements – You must complete 360 hours of externship work in less than 90 days. You can work 100 hours in France, 200 in Spain and 60 in the US. Or you can work all the hours in the same place. Check with the education dept for your start date.. You will have to send in reports every week in order to obtain credit for your



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externship hours. Anyone can go, there are no restrictions. Although it will be challenging, it is not required for you to speak the language of the country you are visiting. You will find that most metropolitan areas in countries around the world speak plenty of English.

Addresses - Research where you want to go! Get address and the names of the chefs of where you are interested in doing your externship. There is an international externship binder in the Career Services office with listings of establishments in various countries. Try the list of website links to research establishments below. There are also red and green Michelin guides, Relais Chateaux and more available in the LRC.

<http://www.Viamichelin.com>

<http://www.Ecoledeschefs.com>

<http://www.relaischateaux.com>

<http://www.restaurant.org.au/>

Letters - Write letters to the potential sites stating your intent to secure your externship at their establishment. Please attend a resume workshop in career services. Career Services can assist you with writing this letter if you desire assistance. It is recommended to include a resume with a picture of yourself (headshot). Email your resume to Career Services and request an appointment for assistance. You can snail mail, email and/or fax the information to the sites. Always follow up with a phone call after they have received your information. Do not wait for them to contact you. It would be very effective to send some sample photos from your portfolio to help in getting their attention.

Housing - Once you have accepted an externship, you need to secure room and board. Some sites will provide a room or some assistance in securing housing. This will be different for each establishment.

Passport - Obtain your passport or check to see when your passport expires. Your passport should not expire within 6 months of departure. To obtain a U.S. passport, visit: <http://travel.state.gov>. It typically takes 6 weeks to obtain a passport, so start early.



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Visa - You will also need to determine what Visa requirements there will be. Every country will have different requirements and their rules change frequently. You must contact the consulate office of the country you will be visiting to inquire about their current immigration laws for visiting. Many countries allow U.S. citizens to stay without a Visa, but some are difficult or impossible. There are generally two types of visa's: tourist and business. Tourist visa's are easy to obtain, but business visa's are more complicated. In general, it's much easier to get in and out of the country if you work without pay. Regardless of the type of visa you are requesting, the application process could take anywhere from 1 day to 6 months depending on the country. If there are no visa requirements, that means you just show up at the border and they stamp your passport.

Contact information of consulate offices:

France: <http://www.consulfrance-losangeles.org/>

Italy: <http://sedi.esteri.it/losangeles>

Japan: <http://www.travelguru.net/html/consulates/japan.html>

Spain: <http://www.mae.es/Consulados/LosAngeles/en/Home/>

United Kingdom: <http://www.britainusa.com/la/>

Cost - Airline tickets range from \$400 - \$2,000 depending on where you're going. Spending money and accommodations begin at around \$200 and up depending on your individual needs.

Financial Aid – Financial aid may be available depending on your particular situation. Ask your financial aid representative today if this option is available to you.

Travel - Plan your travel arrangements. The results of your efforts will vary depending on the details of your travel arrangements, but generally travel agents get better prices for international than online sites offer. Try to pick up ethnic newspapers at ethnic markets around LA for the country you are visiting and try the travel agents advertising in those papers. The LRC offers numerous resources for travel information abroad. Check out the Michelin Green Guides, Fodors, Lonely Planet, Culture Shock and more!

<http://www.sta.com> – cheap tickets for students



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<http://www.hostels.com/>

<http://www.hostelseurope.com/>

<http://www.hostelworld.com/>

<http://www.hihostels.com/>

<http://www.lonelyplanet.com/> - international travel forum

<http://www.fodors.com/>

<http://www.travel-guide.com/country.asp>

Externship Reports - Make sure you have all needed Externship paperwork from the Career Services office before you leave. Please check in with Career Services to make sure all your documents are in order and that you leave contact information before departure. You will have to submit reports every week, before Thursday at midnight to receive credit for your externship hours.

Other requirements – Check with local authorities of the areas you will be visiting/working in to determine what certifications you will need to work. Some areas require additional certifications such as sanitation and do not accept ServSafe Certification. Be sure to ask these questions before purchasing a non-refundable plane ticket.