

# MSU Pre-Exit Checklist Checklist

Think you're done with your Peace Corps Prep program requirements? Fabulous! Double check by gathering everything on this list and then make an appointment to see the Program Coordinator to complete and sign your Exit Checklist.



## Verify Competency 1: Work Sector Experience

- **MSU Transcript**
  - **Bring a hard copy or email Joy a PDF of your transcript** before our meeting. An unofficial transcript is fine!
  - This is used for the official record of your required three courses related to your work sector. Joy will need to verify and record the course numbers, full course names, semester taken, and final grade.
- **Work Sector Hours Verification Form**
  - **Bring a hard copy of this form, completed and signed** by you.
  - You may have one, two, or three experiences as long as the total hours add up to at least 50 hours. They can also exceed 50 hours; many students end up being over, especially if you are counting an internship or other long-term experience.

## Verify Competency 2: Intercultural Competence

- **MSU Transcript**
  - Joy can use your transcript copy to verify that you have taken three courses for this requirement.
- **Other Documentation**
  - If you plan to use an experience (e.g., anything but a class, such as an education abroad program or volunteer stint overseas) in place of one or two of the required courses, be prepared to discuss the experience and demonstrate how it impacted your intercultural competence.
  - If you are planning to count foreign language proficiency for one or two of the required courses, bring documentation (e.g., transcript for courses, an OPI or other language test, an email showing that your placement test score on an MSU language placement test was high enough that you tested out of level 100 or 200). Ask Joy if you have questions about what documentation is allowed.

## Verify Competency 3: Professional & Leadership Development

- **Peace Corps Prep Résumé Review Verification Form**
  - **Complete the short form online** and submit it prior to your exit meeting. Joy will review it before your meeting and can ask any necessary follow-up questions.
- **Peace Corps Prep Interview Preparation Verification Form**
  - **Complete the short form online** and submit it prior to your exit meeting. Joy will review it before your meeting and can ask any necessary follow-up questions.
- **Leadership Experience Form**
  - **Complete the short form online** and submit it prior to your exit meeting. Joy will review it before your meeting and can ask any necessary follow-up questions.

### »» Make an appointment

*Most students have their résumé review and mock interview with one of our on-campus Peace Corps recruiters. They have regular office hours (posted on the website) and are also available by appointment. **You can email them at [msupeace@msu.edu](mailto:msupeace@msu.edu).***

## Need a Form?

- **All of the forms and links mentioned above are available by visiting the [Peace Corps Prep Documents website](#) or by using this QR code.**
- Joy can provide hard copies of forms if needed (we know not everyone has easy access to a printer).
- The Peace Corps Recruitment Office also has copies of forms as well as the résumé resources and interview preparation documents.



## What's Next?

- **When you have all your document ducks in a row, make an appointment with Joy to go over your materials and complete the Peace Corps Exit Checklist.**
- Each spring we host a reception for our Peace Corps Prep graduates as well as any graduating seniors who have been invited to serve in the Peace Corps (regardless of Peace Corps Prep participation. Watch for details from Joy!
- You will receive a graduation cord at the spring reception.
- You will receive a hard copy certificate of completion from the Peace Corps either at the reception or via mail.