

## INTERNSHIP APPLICATION FORM

***PART 1: Complete the form below and sign the student certification statement. Submit the completed form to FIREL Department ([Michelle.Bennett@unt.edu](mailto:Michelle.Bennett@unt.edu)). Your application will be reviewed to determine whether you meet the minimum eligibility requirements, and you will be notified by e-mail of the result.***

CONTACT INFORMATION		
LAST NAME:	FIRST NAME:	MIDDLE NAME:
STUDENT ID#:	LOCAL PHONE #:	
E-MAIL ADDRESS:		
ACADEMIC INFORMATION		
CURRENT CLASS RANK:		
MAJOR(S):	MINOR:	
EMPLOYER INFORMATION		
COMPANY NAME:	JOB TITLE:	
SUPERVISOR:	PHONE#:	
RATE OF PAY: \$ _____ PER _____		
COURSE INFORMATION		
SUBJECT:	COURSE#:	SECTION#
TERM:	YEAR:	

STUDENT CERTIFICATION STATEMENT
<p>I, _____, CONFIRM THE FOLLOWING STATEMENTS TO BE TRUE AND CORRECT:</p> <ol style="list-style-type: none"> <li>THE EMPLOYER WILL ACTIVELY DIRECT AND MENTOR ME IN MY WORK,</li> <li>MY DIRECT SUPERVISOR ON THE JOB WILL NOT BE A FAMILY MEMBER,</li> <li>I HAVE NOT HELD A JOB WITH THIS EMPLOYER PRIOR TO THE BEGINNING OF THE INTERNSHIP,</li> <li>MY INTERNSHIP JOB RESPONSIBILITIES WILL NOT BE MORE THAN 50% SALES, AND</li> <li>I WILL BE WORKING AT LEAST 200 HOURS DURING THE SEMESTER IN WHICH I WISH TO RECEIVE ACADEMIC CREDIT FOR THE INTERNSHIP.”</li> </ol> <p>_____</p> <p>STUDENT SIGNATURE</p>

FIREL OFFICE USE ONLY		
UGRAD CUML GPA $\geq$ 2.7 GRAD CUML GPA $\geq$ 3.0 <input type="checkbox"/>	12+ COB UPPER-DIVISION HOURS COMPLETED (UGRAD ONLY) <input type="checkbox"/>	DECLARED MAJOR <input type="checkbox"/>

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***PART 2: If you meet the minimum academic eligibility requirements for an internship, you will need to submit the following documents to complete your internship file.***

**YOUR FILE WILL NOT BE REVIEWED FOR APPROVAL UNTIL ALL REQUESTED DOCUMENTS ARE RECEIVED.**

- WRITTEN JOB DESCRIPTION PROVIDED BY THE EMPLOYER (PREFERABLY ON COMPANY LETTERHEAD)
- A TYPEWRITTEN PERSONAL STATEMENT DESCRIBING HOW YOU WILL BENEFIT SIGNIFICANTLY FROM THE INTERNSHIP EXPERIENCE THROUGH THE ACQUISITION OF EXPERIENCE BEYOND THE CLASSROOM (AND HOW THE INTERNSHIP SPECIFICALLY RELATES TO YOUR MAJOR).
- CURRICULAR PRACTICAL TRAINING PAPERWORK (FOR STUDENTS ON F-1 VISAS)

VISIT [HTTP://INTERNATIONAL.UNT.EDU/EMPLOYMENT](http://INTERNATIONAL.UNT.EDU/EMPLOYMENT) FOR MORE INFORMATION AND TO DOWNLOAD FORMS.

PLEASE DELIVER ALL COMPLETED PAPERWORK TO FIREL DEPARTMENT, BUSINESS LEADERSHIP BLDG. 212, OR YOU MAY SEND ALL AS E-MAIL ATTACHMENTS TO [MICHELLE.BENNETT@UNT.EDU](mailto:MICHELLE.BENNETT@UNT.EDU)

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ROUTING & APPROVALS

FACULTY SUPERVISOR:	DATE:
DEPARTMENT CHAIR:	DATE: