

UNDERGRADUATE ACADEMIC INTERNSHIP REQUEST FORM

Name: _____ NSU ID: _____ Major: _____

Internship Semester/Year: _____ Email: _____ Phone: _____

Student's Signature: _____ Date: _____ Are you on F-1 Visa? Yes__ No__

***If yes complete CPT Form**

**This form must be received no later than the specific date noted for the semester in which the internship is requested
(Fall: August 1st, Winter: December 1st, Summer: April 1st)**

Step 1: CAPS – Academic/Edge Advising

Internship eligibility is dependent on department-specific academic requirements at the time of application. Speak with your Academic/Edge Advisor to gain information on deadlines impacting registration and academic credit.

I, _____, have determined that the above-named student meets internship requirements
(Print Advisor's Name) and I have specified the student's GPAs and credit hour below.

Cumulative GPA: _____ Major GPA: _____ Earned NSU Credit Hours: _____

Advisor's Signature: _____ Date: _____

Step 2: CAPS – Career/Edge Advising

Make an appointment with a Career/Edge Advisor in the Center for Academic and Professional Success. In this meeting, you and the Career/Edge Advisor will discuss strategies to find and secure an internship if you do not already have one or discuss the internship you have in mind if you do already have one secured.

Advisor Name: _____

Advisor's Signature: _____ Date: _____

The Center for Academic and Professional Success will send form to the Academic Department Contact once internship site has been secured and approved

Step 3: Academic Department

Speak with the department contact to identify and designate a faculty supervisor and to review internship site options. To determine who your academic department contact is, visit www.nova.edu/internships.

Department Contact Name: _____

Department Contact Signature: _____ Date: _____

Faculty Member Name: _____ Semester/Year: _____ # of Credits: _____

Faculty Member Signature: _____ Date: _____

Course Prefix and Number: _____ Section: _____ CRN: _____

The Academic Department will send completed form to caps@nova.edu