Complete at least one appointment with a Career Coach in the ASC Center for Career and Professional Success this semester. ASC Career Success will verify completion.

- Application Form
- Budget Worksheet
- Letter from on-site mentor, supervisor, or leader affirming that opportunity will meet minimum hourly requirement and to verify student will have a point person to turn to throughout the duration of the opportunity.
  
  An email can be submitted in place of a letter. An application will be reviewed without this letter, but the letter must be provided before any funds will be disbursed.

- Description of the opportunity:
  Acceptable documents:
  - Posting from Handshake
  - Description of position or program from organization’s website
  - Letter or email from on-site mentor, supervisor, or leader detailing the primary duties and responsibilities of experience.
  - Detailed daily/weekly schedule

- Your resume

- If requesting funds for lost income (see Budget Worksheet for details), a letter from current employer verifying hourly wage and number of hours lost.
  
  Again, an email can be submitted in lieu of a letter.

- Contact Student Financial Aid to understand how the fund would affect your financial aid award package

To obtain the Career Accelerator Fund application form, please contact asccareer@osu.edu or visit http://go.osu.edu/careeracceleratorfund