APPLICATION CHECKLIST

Providing financial support for College of Arts and Sciences students participating in unpaid or minimally paid internships, undergraduate research or experiential learning opportunities.

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

☐ **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. Please encourage your supervisor to create their letter using the template.*

☐ 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.

☐ **Budget Worksheet***

☐ **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), Career Success will contact your current employer verifying hourly wage and number of hours lost.

☐ **Fill out on-line application and submit all documents at this time.***

* Items with a star* are available here: [http://go.osu.edu/CareerAcceleratorFund](http://go.osu.edu/CareerAcceleratorFund)
If you have any questions, please contact asccareer@osu.edu