

# PRAXIS-FUNDING APPLICATION CHECK LIST

## Have you....

- 1. Read the "Students' Guide to Praxis Funding"?
- 2. Filled in all information on your application form?
- 3. Signed the Voluntary Assumption of Risk Agreement?
- 4. Read and signed the Code of Conduct for Praxis-Funded Interns form?
- 5. Completed and attached your written statements?
- 6. Obtained your **Supervisor Confirmation Form and an attached letter on official letterhead** or email from your host organization confirming the offer of an internship and describing your internship duties and how you will be supervised?
- 7. (ONLY FOR STUDENTS RECEIVING STIPENDS FROM HOST ORGANIZATIONS)  
Attached a statement from your host organization confirming your employer-paid stipend?
- 8. Attached your resume? (Even if the organization does not require one.)
- 9. Traveling Abroad? Attached **copies of SOS International Registration (PTL) AND Waiver form? (Internships outside the U.S. only)**
- 10. Obtained a sign-off from a faculty adviser?
- 11. Made a photocopy of your application and supporting materials for your own files?
- 12. **If you are a rising senior with a credit shortage, have you obtained the Class Dean's permission for you to do a Praxis-funded internship?**

**Once you have completed these steps you must obtain a sign-off from a CDO staff member. For fast approval, sign up for a Praxis express appointment. To do so, stop by the CDO Reception, Help Desk, or call X4055 to sign-up.**