PRAXIS-FUNDING APPLICATION CHECK LIST

Have you....

☐ 1.  Read the "Guidelines and Regulations 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 a completed **Supervisor Confirmation Form.**

☐ 7.  **Attach a 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?

**Note:** Without the both the Supervisor Confirmation Form and letter or email your application will be considered incomplete.

☐ 8.  (ONLY FOR STUDENTS RECEIVING STIPENDS FROM HOST ORGANIZATIONS)

Attached a statement from your host organization confirming your employer paid stipend and the amount?

☐ 9.  Attached your resume? (Even if the organization does not require one.)

☐ 10. Traveling Abroad? Attached two copies of your Mandatory Travel Registry (emergency contact information at internship site and a travel waiver form)? (Internships outside the U.S. only)

☐ 11. Obtained a sign-off from a faculty adviser?

☐ 12. Made a photocopy of your application and supporting materials for your own files?

☐ 13. 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 Lazarus Center staff member by May 4, 2017. For fast approval, sign up for a Praxis express appointment. To do so, stop by the Lazarus Center Reception, Help Desk, or call X2582 to sign-up.