

# 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 3, 2018. 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.**