PRAXIS-FUNDING APPLICATION CHECK LIST

Have you....

☐ Read the "Guidelines and Regulations to Praxis Funding"?
☐ Filled in all information on your application form?
☐ Signed the Voluntary Assumption of Risk Agreement?
☐ Read and signed the Code of Conduct for Praxis-Funded Interns form?
☐ Completed and attached your written statements?
☐ Obtained a completed Supervisor Confirmation Form.
☐ 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.
☐ (ONLY FOR STUDENTS RECEIVING STIPENDS FROM HOST ORGANIZATIONS) Attached a statement from your host organization confirming your employer paid stipend and the amount?
☐ Attached your resume? (Even if the organization does not require one.) 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)
☐ Obtained a sign-off from a faculty adviser?
☐ Made a photocopy of your application and supporting materials for your own files?
☐ 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 2, 2019. 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.