# APPENDIX A – STUDENT INTERNSHIP APPLICATION

**STUDENT INTERNSHIP APPLICATION**

(To be completed by Intern)

Black Hills State University

**Submit the following documents to the completed Internship Application: (1) current resume, (2) current transcript, and (3) current list of courses enrolled in for the upcoming semester. Your application will NOT be accepted without these attachments.**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| FIRST NAME AND LAST NAME |  | STUDENT ID |
| **NAME** |  | **STUDENT ID** |
| BHSU EMAIL | | |
| **EMAIL** | | |
| MAILING ADDRESS | | |
| **MAILING ADDRESS** | | |
| PERMANENT ADDRESS | | |
| **PERMANENT ADDRESS** | | |
| CELL PHONE # |  | HOME PHONE # |
| **CELL PHONE #** |  | **HOME PHONE #** |

**ACADEMIC INFORMATION**

|  |  |  |
| --- | --- | --- |
| SELECT ACADEMIC STATUS |  | OPTIONAL |
| **ACADEMIC STATUS:** |  | **OTHER: (*EXPLAIN*)** |
| ACADEMIC ADVISOR FIRST AND LAST NAME, EMAIL | | |
| **ACADEMIC ADVISOR:** | | |
| MAJOR |  | SPECIALIZATION |
| **MAJOR:** |  | **SPECIALIZATION:** |
| MAJOR CREDIT HOURS COMPLETED |  | MAJOR GPA |
| **COMPLETED CREDIT HOURS (*MAJOR*):** |  | **MAJOR GPA:** |
|  | | OVERALL GPA |
| **OVERALL GPA:** |

**INTERNSHIP INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| DESIRED FIELD/INDUSTRY | | | |
| **DESIRED FIELD:** |  |  |  |
| DESIRED BUSINESS | | | |
| **DESIRED BUSINESS:** | | | |
| DAYS AND TIMES AVAILABLE |  | NUMBER OF CREDIT HOURS ENROLLED | |
| **DAYS AVAILABLE TO WORK:** |  | **NUMBER OF CREDIT HOURS ENROLLED:** | |
| SELECT SEMESTER |  | DESIRED NUMBER OF CREDIT HOURS | |
| **REQUESTED SEMESTER FOR INTERNSHIP:** |  | **DESIRED NUMBER OF CREDIT HOURS:** | |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use (*attached*): Resume  Unofficial Transcripts  Registered for Upcoming Semester

\*  Y  N Approved by International office (SEVIS officer)

Signed: International office SEVIS officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_