



Semester/Year: _____

Your Name											Last 4 of FTC ID#	X	X	X	X	X	X				
	Cell Phone											FTC Email									

Steps to follow...		
1	<p>Student: Bring this form to your Academic Advisor to initiate your Internship request. Your advisor will review your unofficial transcript to determine your eligibility.</p>	<p>Students must have a Cumulative GPA of 2.50 or above and have completed 87 credits in order to request an internship.</p>
	Your Signature and date:	
2	<p>Advisor: Please review the student's record for eligibility.</p>	<p>If you have determined that the student is eligible for Internship, please complete below.</p> <p>Print advisor name: _____</p> <p>Program: _____</p> <p>Concentration: _____</p> <p>Completed credits: _____</p> <p>Cumulative Grade Point Average: _____</p>
	Advisor Signature and date:	
	Advisor Notes/Comments/Recommendations – attach separate sheet, if necessary:	
3	<p>Student: Take this completed form with your unofficial transcript attached and a signed registration form to the <i>Office of Career Services</i>.</p>	<p>You must be approved by Career Services to be registered. Once approved and signed by Career Services staff please bring this form and your registration form to the Registrar's office.</p>

Career Services Approval:	Date:
<input type="checkbox"/> CCP471 <input type="checkbox"/> CCP472 <input type="checkbox"/> CCP473 <input type="checkbox"/> CCP474	
Meeting Scheduled with Career Services/Internship Coordinator for:	