



Student Registration/Application Instructions

Dear Student,

Read all the information in this packet and note the time commitment and transportation requirements of this internship.

Your completed application packet must contain:

- ✓ Resume
 - Must be typed. **Be professional**
 - Be specific about your *education, activities, experiences, accomplishments, and skills.*
- ✓ Completed Registration/Application Form
- ✓ Short Essay
 - Must be typed.
 - Discuss your reasons for wishing to participate in the program and your career choice.
- ✓ Signed Parent Release Form.
 - Student and parent/ guardian signatures are required.
- ✓ Signed Photo Release.
 - Parent/ guardian signature required.
- ✓ Medical Forms
 - *Only for students interested in Health Careers*
- ✓ Transportation Form

Please Note:

- We send your documents to prospective internship mentors who will review them to determine your suitability for placement. Please check your spelling and grammar!
- Discuss transportation arrangements with parents before applying to this program. Students are responsible for providing transportation to their internships. Make certain a car will be available.
- It is important that you, the student, be responsible to call our office at 315- 867-2067 if you have any questions.
- Additional paperwork may be required by the host/placement site.
- COVID-19 restrictions may apply.
- Due back to your guidance counselor by **June 1, 2021**