ALCORN STATE UNIVERSITY
OFFICE OF CAREER SERVICES

Co-op/Internship Application

1. Complete the attached Experiential Learning Application.

    a. (Be sure to complete the Co-op approval form if applying for a Co-op, and meet with your Faculty Advisor listed below).

2. Finalize your resume using MS Word.
    a. Have your resume critiqued by Office of Career Services
    b. Make any corrections or changes to your resume in MS Word.
    c. Upload and publish your resume in *BravesCareerNet* to allow employers to view it.

3. Turn in one copy of your resume with your application materials to the Office of Career Services.

4. Search and apply for opportunities through *BravesCareerNet (*and other resources).

Upon acceptance of a position, submit Employment Confirmation and Learning Objectives to Office of Career Services.

To be completed by Co-op applicants

Name: _____ Student ID: _____ Major: _____

Co-op Faculty Advisor must complete this Section
Please check all that apply:

_____Student has **full-time status** at Alcorn State University

_____Current number of credit hours enrolled

_____Student has **transferred** into Alcorn State University. Semester in which student transferred:

_____Student meets minimum **GPA requirement of 2.5/4.0 overall for undergraduates**.

_____Current cumulative GPA

_____Student has **completed a full semester** prior to co-op

Career Services Approval: _____**Date**:_____

Experiential Learning Program Enrollment Application
Co-ops/Internships

_____ _____
Last Name First MI Student ID

_____ _____
Email Address Local Phone

For the purpose of INS regulations, please indicate the following which best represents your work authorization status:
I am a/an ☐ US Citizen ☐ Permanent Resident ☐ International Student (F-1) ☐ Exchange student (J-1)
Other (please specify type of visa) _____

Program Applied for: ☐ Co-op ☐ Internship ☐ All

Semester: ☐ Fall ____ ☐ Spring ____ ☐ Summer___

Major (s): ____ **Degree Seeking**: ☐ Bachelors ☐ Masters ☐ Doctorate

Expected Graduation Date: _____

If you are not a US Citizen or a Permanent Resident and do not possess an Alien Registration Card, the Office of International Programs must approve below. You must bring an unofficial copy of your transcripts to receive signature below:

_____ ☐ Approved ☐ Not Approved
International Student/Scholar Services Date

*Please note that many government agencies and/or their affiliates or contractors require co-op and/or internship students to be a US Citizen or Permanent Resident.

I will consider ☐ both paid and unpaid opportunities ☐ only paid opportunities (co-ops are always paid)

_____
Applicant's Signature Date

For Office Use Only

Residency ☐ US ☐ F1 ☐ PR ☐ Other _____

Eligibility: ☐ Granted in C.P. ☐ Not Eligible

Email Sent: ☐ Acceptance or ☐ Denial

GPA _____

Career Services Reviewer: _____

University Status ☐ Good ☐ Unsatisfactory