

Internship Registration Document
(Turn in to the Registrar's Office)

Applicant's Name _____

Course Department/Number _____ Credit Hours Requested _____

Semester _____ Year _____

Application turned in: Yes _____ No _____

Internship Site: _____

Internship Supervisor: _____

Contract turned in with appropriate signatures: Yes _____ No _____

Liability Insurance Needed? Yes _____ No _____

If yes, proof of insurance provided: Yes _____ No _____

Criminal Background Check Required? Yes _____ No _____

If yes, letter of verification received? Yes _____ No _____

Is this student an international student? Yes _____ No _____

If yes, has the student obtained the signature of the MVC designated school official for internship approval? Yes _____ No _____

The above named student has completed all of the requirements for enrollment into the internship class listed above. All supporting documents are located in the supervising faculty member's office. Please allow him/or to register for the internship class.

Supervising Faculty Member

Date

I understand that by enrolling in an internship I will be charged tuition and fees just like any other course. Internship credit hours are part of the full time package rate for fall and spring semesters and will be charged at the per credit hour rate for part time semesters and during the summer term. Students are not allowed to enroll in internships during the Fall or May Intersessions.

Internship Student Signature

Date