

# APPLICATION CHECKLIST



Providing financial support for College of Arts and Sciences students participating in unpaid or minimally paid internships, undergraduate research or experiential learning opportunities.

- Contact Student Financial Aid** to understand how the fund would affect your financial aid award package
- Letter** from on-site mentor, supervisor, or leader affirming that opportunity will meet minimum hourly requirement and to verify student will have a point person to turn to throughout the duration of the opportunity. Please encourage your supervisor to create their letter using the template.\*
- Complete **at least one appointment** with a Career Coach in the ASC Center for Career and Professional Success this semester. ASC Career Success will verify completion.
- Budget Worksheet\***
- Description of the opportunity**  
*Acceptable documents:*
  - Posting from Handshake
  - Description of position or program from organization's website
  - Letter or email from on-site mentor, supervisor, or leader detailing the primary duties and responsibilities of experience.
  - Detailed daily/weekly schedule
- Your resume**
- If requesting funds for lost income (see Budget Worksheet\* for details), Career Success will contact your current employer verifying hourly wage and number of hours lost.
- Fill out on-line application and submit all documents at this time.\***

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**Items with a star\* are available here:** <http://go.osu.edu/CareerAcceleratorFund>

If you have any questions, please contact [asccareer@osu.edu](mailto:asccareer@osu.edu)