



# Academic Internship Approval Form

Name: \_\_\_\_\_ BYUH ID #: \_\_\_\_\_  
 Internship Location: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Instructions:** Before you use this form: Meet with your Academic Advisor and Internship Coordinator. Get hired. Apply for your internship on Handshake (for detailed instructions, see [handshake.byuh.edu](http://handshake.byuh.edu) → Resources → Internships: How to Apply).

Next, get the signatures needed for your student type, then return this form to your processing official\* who will send your registration request to the Registrars.

## A. Before Registration

Step	Student Type	Department / Individual	Signature	Date
1.	<u>All Students</u>	Financial Services	_____	_____
2.	IWORK Students	IWORK Office: Jocelyn Lopez / LaVerne Puhi	_____	_____
3.	PCC Workers	PCC Supervisor	_____	_____
4.	<u>All Students</u>	*Processing official: - Marla Lundgren (HTM/BUSM/ACCT) - Dixie Johnson (ICS) - Career Center (all others)	_____	_____

## B. After Registration

Step	Student Type	Department / Individual	Signature	Date
5.	<u>All Students</u>	Student Medical Benefit (Aloha Center Room 102)	_____	_____
6.	Hale Residents ( <b>appeals</b> only)	Housing Office – Janey Grover <b>Email a photo/scan of this form to <a href="mailto:janey.grover@byuh.edu">janey.grover@byuh.edu</a></b> Include: - Date leaving housing: - Date returning to housing:	_____	_____
7.	TVA Residents ( <b>appeals</b> only)	Housing Office – Brandyn Akana <b>Email a photo/scan of this form to <a href="mailto:brandyn.akana@byuh.edu">brandyn.akana@byuh.edu</a></b> Include: - Date leaving housing: - Date returning to housing:	_____	_____

**Reminder:** International students need to get travel signatures from International Student Services!

Questions? Contact				
· HTM/BUSM/ACCT	Marla Lundgren	675-4835	HGB 218	
· ICS	Dixie Johnson	675-3302	MFB 206	
· All others	Career Center	675-3533	CAF 180	