

REQUEST FOR UNDERGRADUATE INTERNSHIP

Instructions: Students must complete this form and obtain all signatures. Please submit the form and required documentation to advisingforms@mse.ufl.edu.

Name: _____ UFID: _____

Major (MSE or NE): _____ E-mail address: _____

Company name of your employer: _____

Name and Phone Number of Supervisor: _____

Employment address: _____

Work period: From _____ To _____ Term & year: _____

Salary \$: _____ Per: _____

Seeking registration in EMA 4949 _____ or ENU 4949 _____

Required Documentation:

Attach a copy of your offer letter that states the general nature of your work and mentions any specific duties or responsibilities the company will assign to you. If your offer letter does not contain your job duties, you will also need to contact your supervisor and obtain an outline of the work to be performed during the internship period. If this information is not provided, your request will not be approved.

MSE or NE Undergraduate Coordinator Approval (Required for all Undergraduate Students):

Undergraduate Coordinator Name:

Undergraduate Coordinator Signature:

Date: