

Students are responsible for picking up letters of good standing. If you have attached an application to this form then the entire student section must be complete prior to leaving it with OCA staff for processing.

Student Name: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Name and address of School/Institution for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Information: \_\_\_\_\_

Activity for which you are applying: \_\_\_\_\_

Activity Dates: \_\_\_\_\_

Have you had any remediation in Phase 3: (Please circle one)

YES

NO

If yes, please list: \_\_\_\_\_

Has the CSPPP limited the number of weeks that you are allowed to complete of externships for any reason?

YES

NO

Does the application have a section that must be completed by your school? (Please circle one)

YES

NO

If yes, then application **must** be submitted with the corresponding letter request form.

If you are accepted to this externship then you will need to complete the Phase 3 Extramural & Self-Designed Elective Scheduling Form and attach a letter (or email) of approval from the institution for which you will be rotating. You will not get credit for the externship if the Phase 3 Extramural & Self-Designed Elective Scheduling Form is not completed and turned in. Once you have filled out the appropriate paperwork an evaluation form will automatically be sent by the school.

Verification of HIPPA training is available in the Compliance Office (Caroline Bldg. C110, phone 977-7744) or you can get a copy for Susan Aslin in Student Affairs.

Immunization records are available in the Student Health & Counseling Office (Marchetti Towers East, 1<sup>st</sup> Floor, phone 977-2323).