

Application Instructions

Application links are on the [FCS website](#) under the advising tab. All applications are specific to each program, please check that you are completing the appropriate one.

****Applications with missing or incomplete information will be delayed in the approval process.****

The following materials are required. Have them ready prior to filling out the application.

- Updated resume
- Your ISU student identification information
- Contact information for the site and the site supervisor (email, ph #, etc.)
- List of expected duties and responsibilities
- List of goals and anticipated learning outcomes
- Completed and **signed** Health insurance Certification Form

NOTE: This will require you to print, sign, upload and attach after it is signed. A scanner is available for ISU students at Milner Library.

- Click to download: [Health Insurance Certification](#)
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Enrollment Process – FCS 398

- 1. After completing the application, you will receive a confirmation email stating that the application has been submitted. Save this email for your records.**
- 2. Allow at least a week after the submission deadline before getting approved or contacted.**
- 3. Once approved, you and the site supervisor will receive an “Internship Confirmation” email. An override will be issued for FCS 398. You can then register for FCS 398 for 1 credit**

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