INTERNERSHIP WAIVER FORM

Prior to seeking a waiver, students should review the applicable Internship Waiver Policy, which may be found in the Student Handbook(s).

Student Name: ______________________________  Panther ID#: ______________________________
Email Address: ______________________________  Telephone #: ______________________________

Waiver Requested:

☐ Advanced Internship  ☐ Graduate Internship

Submit the following documents with this form to your Academic Advisor:

a. Current Resume
b. Letters from employers, on letterhead stationery, documenting employment as stated on the resume. Letters do not have to be current. Prior letters copied from student files are acceptable. (Employment certification forms are not acceptable; letters are required).
c. A summary, if applicable, of the supervisory and managerial responsibilities, which you have experienced.
d. Attach a summary of all job descriptions, if not present on the resume.

For Office Use Only

☐ Recommended  ☐ Not Recommended  ______________________________  

Notes:

☐ Recommended  ☐ Not Recommended  ______________________________  

Notes:

☐ Approved  ☐ Denied  ______________________________

Notes:

☐ Scanned  ☐ Enrolled in HFT 3941/Graduate Waiver  

Academic Advisor
Career Development Advisor
Associate Dean or Designee

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