



# INTERNSHIP PRE-REGISTRATION FORM

(TO BE SUBMITTED TO THE BUSINESS DEAN'S OFFICE)

Please PRINT

Student's name: \_\_\_\_\_  
*last name* *first name* *ID#*  
Department: BUSINESS SCHOOL

Course (please mark):  BUS 210 Internship (2 credits/ 120 credit program)  
 BUS 214 Internship (4 credits/ 160 credit program)

Faculty advisor's  
Name: \_\_\_\_\_  
(Only permanent faculty)

On-site supervisor's (from the company) name: \_\_\_\_\_

Please submit with the registration form the following information about the company (on a separate sheet):

- Company's name and contact data
- Foundation time
- Number of employees
- Field of operation
- Your possible position
- Your assigned tasks & responsibilities during the internship

	Student:	Supervisor:	Approval from respective Vice-Dean:
Signature:			
Date:			

In order to **pre-register** for the Internship, students must complete this form, obtain the signatures from their respective supervisors and Vice-Dean and submit the form to the Office of Business Dean by 15 of May. **Registration** will take place during the normal registration period in August-September through the Office of Student Services according to the List of Course Offerings for the respective semester. Student can register for the course and pay for it as for usual courses.

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