



Student Application Form

1. Complete this form 2. Attach Unofficial Transcript from My Sac State 3. Attach Resume 4. Attach Faculty Recommendation Form

Last Name:		First Name:		Student ID:	
Address		City:		State:	Zip:
Phone:		Cell:	Email:		
<input type="checkbox"/> Undergraduate Student			<input type="checkbox"/> Graduate Student		
<input type="checkbox"/> I am a declared Business Major with concentration(s) in: _____ My Class Standing: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> I have a grade point average of _____ <small>[Note: MIS & ACCY need 2.75]</small> <input type="checkbox"/> I have completed 75 units <input type="checkbox"/> I have completed 15 units of upper division business courses at Sac State <input type="checkbox"/> I have completed the WPJ. Date: _____			<input type="checkbox"/> I am a declared Master's level student in the following program: <input type="checkbox"/> MBA-Gen <input type="checkbox"/> MSBA-MIS <input type="checkbox"/> MCAP <input type="checkbox"/> MS-ACCY <input type="checkbox"/> MSBA Tax <input type="checkbox"/> I have a GPA of 3.0 or higher <input type="checkbox"/> I have completed the Foundation Courses <input type="checkbox"/> I have completed 6 or more units of program core requirements <input type="checkbox"/> I have met the writing proficiency requirement for graduate students (WPE or exemption)		
<input type="checkbox"/> Male <input type="checkbox"/> Female		Expected Date of Graduation: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____			
Residency Status: <input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa: If yes, list your visa type: _____					
Ethnicity: (optional) _____			Do you pay <input type="checkbox"/> In-state or <input type="checkbox"/> Out-of-state tuition?		
Are you willing to postpone graduation for an Internship/Co-Op if necessary <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure					
** Please complete the agreement on the reverse side before signing this form.					
Student's Signature: _____				Date: _____	
For CBA Business Student Program Center Use Only					
Application for <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Internship <input type="checkbox"/> Co-Op Course No. _____					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signature _____					
Comments					

Please read and initial the following statements:

___I authorize the College of Business Administration to provide prospective employers with copies of my resume and transcript for the purpose of seeing an Internship or Co-op position

___Upon accepting an Internship or Co-Op position, I authorize the CBA Internship/Co-op Program to arrange the processing of appropriate registration materials for credit granted under the College of Business Administration. I understand that I am required to pay the corresponding fees for the appropriate units [full-time work - 12 undergraduate units/ 9 graduate units; part time work = 3 or 6 units for all class levels]. This also applies to non-resident and second BA students.

I understand the following:

___Students must be informed if there is an awareness of any foreseeable personal health or safety risk that may be inherent in an off-campus learning experience.

___It is the student's responsibility to ask about any potential personal health or safety risks. It is also the student's responsibility to comply with the host organization's health and safety requirements.

___Students are responsible for any pre-employment health and safety preparation and must participate in such preparation when offered by the host organization.

___The University does not assume liability for students participating and does not provide liability or medical coverage for participants in any off-campus learning experience.

___University employees (management, staff, or faculty) are not authorized to sign a "hold harmless and indemnification" agreement from a host organization.

___I am clearly aware, have read, and have received a copy of the above guidelines prior to my participation in any off-campus learning experience.

To obtain your Unofficial Transcript through My Sac State:

You must have a SacLink account

1. Go to www.csus.edu
2. Log into My Sac State.
3. Go into your Student Center.
4. Under the title Academic History, click on the Unofficial transcript link.
5. Then click on the down arrow for the report type, "Student Unofficial Transcript".
6. Hit go.
7. Print.