

OFFICE OF CAREER SERVICES

PROFESSIONAL DEVELOPMENT / INTERNSHIP WAIVER FORM

- Students who wish to waive the SIPA requirement of an internship and/or the Professional Development course must submit this waiver request form within their **first year** of study.
- Waivers of the Professional Development course are granted contingent upon the completion of at least one in-person meeting with an OCS Career Adviser, either during walk-in hours or by advance appointment.
- If your waiver is approved after you have registered for the Professional Development course or internship credit, you must **drop** the class. Please see the Office of Student Affairs if you need to do so subsequent to the add/drop period.
- Students who waive the internship requirement or receive academic credit for an internship completed from a dual-degree program will not be awarded any internship credits. Additional internships that meet SIPA's internship requirement may be considered for credit.
- OCS will contact you in a timely manner regarding your waiver status. If you have not been contacted within two weeks of submitting this form, please call (212) 854-4613. It is your responsibility to ensure that your internship waiver request has been processed and is reflected on your transcript.

DATE: _____

WAIVER FOR PROFESSIONAL DEVELOPMENT: _____

INTERNSHIP: _____

STUDENT LAST NAME: _____

FIRST NAME: _____

UNI: _____

PROGRAM: MIA _____ MPA _____

GRADUATION DATE: _____

CONCENTRATION: _____

PHONE: _____

Would you consider discussing your professional experience with SIPA students? YES: _____ NO: _____

PLEASE CHECK THE REASON FOR WAIVER REQUEST:

- On leave from job.
 - ✓ Must include **letter on official letterhead** from your current employer stating you are on leave and will be returning.
- Was employed on a full-time, permanent, professional basis (internships are not included) for a minimum of four years in a field relevant to your concentration and career goals prior to enrolling in SIPA.
 - ✓ Must include **a current resume** with month and date format for each professional work experience.
 - ✓ Must include **a written justification** detailing how your past experience is: a) relevant to your career goals and b) will allow you to be competitive for the positions you will pursue.
- Joint-degree student who has completed an equivalent course in another program.
 - ✓ Must include **official documentation** of course completion and (for internship) report/evaluation from other program.

APPROVED: _____ NOT APPROVED: _____

OFFICE OF CAREER SERVICES: _____ DATE: _____