**Chancellor’s Graduate Internship Award**

Director of Graduate Studies Transmittal Form

*Type information into the gray fields. Tab to move the next field, or use the mouse.*

*(This form may not be mobile device-friendly.)*

1. Applicant’s Name – Family/Last: **Click here to enter text.**

Given/First: **Click here to enter text.**

Middle: **Click here to enter text.**

1. Degree Sought: **Click here to enter text.**
2. Program: **Click here to enter text.**
3. Department Name: **Click here to enter text.**
4. Applicant’s UIN: **Click here to enter text.**

The applicant submits electronic copies of the required documents to the Director of Graduate Studies of their degree program. All forms must be completely filled out. The Director of Graduate Studies reviews the documents, completes the Director of Gradute Studies Transmittal Form, and creates a [single PDF](http://grad.uic.edu/sites/default/files/legacy/pdfs/Combining_Multiple_PDF_Documents.pdf) file of all documents listed below in the order listed. The department or program uploads the PDF to the Graduate College’s BOX via email: [2018\_CG.o4su9k5b4fd16xws@u.box.com](mailto:2018_CG.o4su9k5b4fd16xws@u.box.com). (For more information, visit: <https://grad.uic.edu/chancellors-graduate-internship-award-instructions> )

**The deadline is 4 p.m. CT on Friday, March 16, 2018.**

* Director of Graduate Studies Transmittal Form (this form)

*Documents submitted by the student applicant to their degree program:*

* Applicant Transmittal Form
* Internship Description (Limit of 3 pages)
* Résumé or CV (Limit of 4 pages)
* Statement of Commitment (from the host organization)
* Two (2) Letters of Recommendation (one of which is from the student’s faculty advisor/mentor)

As Director of Graduate Studies, I have reviewed this application and find it complete and ready for submission to the Graduate College. I understand that the intent of this award is to augment the student’s career and professional development, and if the student is awarded the Chancellor’s Graduate Internship Award, it will not negatively impact other funding/awards by the program, department, school, or disciplinary college. Lastly, I affirm that the student’s program does NOT have a mandatory internship.

Type name or paste electronic signature of the Director of Graduate Studies:

**Click here to enter text.**

Date: **Click here to enter text.**

*An electronic signature or typed name is considered equivalent to an original signature and constitutes an agreement with the preceding statement. (rev. 14 Feb 2018)*