**Supplemental Internship Fund: Checklist for Student File: Required Documents / Actions**

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|  | **Student Name:** |  |  | **Fall** | **Spring** | **Summer** |
|  | **Year in school** |  | **Term** |  |  |  |
| **Pre-nomination Documentation** | | | | | | |
|  | **Check Off or Insert Date When Complete** | **Required to Nominate in Applicant Gateway – No student may be submitted for nomination until items 1-5 are complete.** | | | | |
| 1. |  | **Internship Host Agreement**, signed and returned by Host Company | | | | |
| 2. |  | **SIF1 – Parental Consent and Placement Information** – completely filled out, including complete internship information, printed and signed, in ink, by Parent or Guardian, and Student (or Student alone if over 18) | | | | |
| 3. |  | **SIF 2 – Training Plan** – completely filled out, printed and signed, in ink, by Student and WBL Coordinator | | | | |
| 4. |  | **Add to Internship Nomination Template** – list all students who are confirmed for internship and whose materials are complete for submission to WBL RC. | | | | |

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| **Payroll Onboarding** | | |
| Once the above items have been submitted to WBL RC and confirmed complete, the student will receive a message directing them to come to the WBL Resource Center to complete the payroll nomination process. Please make sure that the student brings the following **original documents** to this session: | | |
| 5. |  | **I9 documentation –** Student must present appropriate documentation; Verify that it is up to date, valid, and signed. Check off when seen; no need to keep a copy. Once this is done, the student may be submitted for onboarding |
|  | **All students who are under 18** | |
|  |  | **Working Papers**   * Green for 16-17 year olds * Blue for 14-15 year olds |
|  | **Option 1: One Federal document:**  *One of the following clears student to work* | |
|  |  | * U.S. Passport, * Permanent Resident Card, * or U.S. Work Authorization Card |
|  | **Option 2: 2 Documents Required:**  *If student does NOT have one of the above Federal documents, one of each of the following is required* | |
|  |  | **Proof of identity: School document such as:**   * Students under 18: Working Papers meet this requirement * Students over 18: picture ID such as school or state ID |
|  |  | **Proof of authorization to work:** usually a Social Security Card, though other options are available. *Please note that unsigned Social Security Cards are not considered valid.* |