509 Form
Application for Academic Internships

How to complete the 509 eForm
Tutorial for Students
Click on the link to start a form:

Electronic Forms

- Prior Approval of Transfer Credit
- UGRD Application for Graduation
- GRAD School Application for Graduation
- Application for Certificate
- Add / Change Major / Minor
- Student FERPA - Release Financial Info
- Submit Financial Aid Documents
- 509 Internship Application (View Affiliation Agreements)

View Previously Completed/Submitted Forms
View Previously Submitted FA Forms
Please read all information and instructions carefully PRIOR to beginning the 509 form.

It is the responsibility of the student to ensure all requirements for eligibility of an Academic Internship have been met prior to applying.
Your student information will populate the next segment of the 509 Internship Application:

- Name, BU ID, MyHusky email and phone will auto-populate from MyHusky

- You must answer Yes/No from the drop down for International Student

- You must choose the plan you are taking the Internship for from the Plan look up. This will populate only the major(s) you are currently enrolled in.

- Your overall GPA and anticipated term of graduation will auto-populate from MyHusky.

- Your total credits will auto-populate from MyHusky.
  - Developmental Credits (from courses that do not count toward graduation) will display but not be included in the cumulative calculation toward graduation.
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| 1. | **Agency**
|   | `Agency`*  |
| 2. | **Expiration Date**
|   | `Start Date`*  |
|   | `End Date`*  |
| 3. | **Street Address**
|   | `City`  |
|   | `State`  |
|   | `Postal Code`  |
| 4. | **Is Site Address Different?**
|   | `Internship Supervisor`*  |
|   | `Title of Supervisor`*  |
| 5. | **Internship Type**
|   | `Hours Per Week`*  |
| 6. |   |
| 7. | **Paid Internship**
|   | `Yes/No`  |

**Agency and Affiliation Agreement Information:**

1. **Select the Agency from the look up.**
   
   *If you do not see the Agency name in the look up you cannot go any further with this form. You must see your Advisor to initiate a request for an Affiliation Agreement.*

2. **The expiration date of the affiliation agreement will auto-populate after the Agency is chosen.**
   
   *If the Affiliation Agreement is expired you will not be able to submit this form. You must contact your Advisor to request a renewal of the Affiliation Agreement.*

   The end date of the Internship cannot be after the expiration date of the affiliation agreement. If the end date is greater than the expiration date a new affiliation agreement must be requested through your Advisor.

3. **The address of the Agency will auto-populate**

4. **Answer yes if the site the Internship will be completed at does not match the address of the Agency that auto-populates the form.**
   
   *If you answer yes, you will be required to enter the address of the site the Internship will be completed at.*

   Answer no if the address the Internship will be completed at is the same as that of the Agency.

5. **Enter your Supervisor information.**

6. **Choose the Internship type from the dropdown.**

7. **Answer Yes/No to Paid Internship.**
   
   *If you answer Yes to paid Internship you will be required to enter the hourly rate of pay you will receive for the Internship.*
1. Enter the address you will be living at during your Internship.

2. Choose the Semester you will be completing the Internship. If you choose Summer or Winter you will be required to choose a Session.

3. Choose the subject of your Internship from the look-up.

4. Choose the catalog number of the Internship from the look-up. Only courses that are identified as Internships will be available to pick in this look up. Once chosen, the minimum and maximum number of credits the selected Internship is worth will auto-populate the form.

5. Enter the number of credits you will be earning for the Internship. The number of credits entered MUST be within the minimum and maximum units the Internship you select is worth. Min/Max units will auto-populate the form fields after you choose the catalog number.

6. Select the Instructor who will be supervising your Internship. Only Instructors within the subject area of your Internship will populate the look up. This is the Instructor this form will route to for approval.

7. Answer Yes/No from the drop down for “Is this your first Internship”. If NO, you must enter the number of credits earned for prior Internships.

8. You must attach a job description, syllabus and evaluation criteria prior to submitting the form.

9. You can expand the Comments box by clicking the arrow to enter any additional information you feel necessary regarding your Internship prior to submitting the form.