

INTERNSHIP CHECKLIST FOR STUDENTS



BEFORE YOU APPLY

- ☐ **Locate Your Personal Identification Documents**
 - Student ID Number (same as your NAFTrack ID Number)
 - Student ID Card or State ID Card (if applicable)
 - Social Security Card
 - Birth Certificate
 - If misplaced, request a copy from your state's Health Department or Office of Vital Statistics.
- ☐ **Begin the Process of Getting a Work Permit Certificate**
 - Typically required for minors under the age of 18
 - Varies by state based on your residence
 - Some schools may require you to obtain your work permit earlier in the year. (recommended)
 - Check with your academy teacher or school counselor for guidance.
- ☐ **Create a Professional Email Address**
 - Use an email account you check regularly for important communications.
- ☐ **Line Up Access to a Computer with Reliable Internet Access**
 - If you have a virtual or hybrid internship, this is essential.

ONCE YOU RECEIVE AN INTERNSHIP OFFER

- ☐ **Review Internship Dates**
 - Ensure that you have no conflicting commitments during the internship period before accepting the offer
- ☐ **Understand Transportation & Travel Logistics**
 - Confirm how to get to and from the internship location, any costs involved, and how to manage your commute
- ☐ **Promptly respond to accept or decline the offer**
 - Access the [Handling Internship Offers & Rejections](#) resource for more information.

ONCE YOU HAVE ACCEPTED AN INTERNSHIP OFFER

- ☐ **Promptly email any other companies where you have applied, including where you have received offers**
 - Thank them for the opportunity and politely decline, letting them know you have accepted another position.
 - This is an important step in maintaining professionalism and leaving a positive impression!
- ☐ **Meet all deadlines set by the company where you will be interning**

BEFORE YOU START YOUR INTERNSHIP

- ☐ **Complete and submit pre-employment documents**
 - I-9 Employment Eligibility Verification Form
 - Review and prepare acceptable supporting documents
 - W-4 Form (for federal tax withholding)
- ☐ **Provide information for payroll**
 - Provide bank account details for direct deposit OR opt for payment by check if available.

