

# PhD Program in Biological Sciences in Public Health Internship Request Form

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

HUID: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Expected Date of Next DAC Meeting: \_\_\_\_\_

Anticipated Date of Degree: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ to \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Supervisor Contact Details: Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### ***Include the following documents when submitting this application form:***

- An invitation letter from the sponsoring organization showing a description of the intended internship, length of internship and the salary.
- A description of the type of work and objectives of the internship.
- An agreement from the sponsoring organization explaining your compensation package (if applicable).
- International students only – Curricular Practical Training (CPT) form.

Dissertation Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

DAC Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Student: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed no less than two months prior to the start of the internship.

***Please submit the form by email to [tholmgren@hsph.harvard.edu](mailto:tholmgren@hsph.harvard.edu).***

## Instructions to sign the document:

1. Click on the appropriate signature field.
2. An information box to Add Digital ID will pop up.
3. If you have not yet created a Certified Signature or Digital ID, select the last bullet: "A new digital ID I want to create now."
4. Click Next.
5. For the prompt, "Where would you like to store your self-signed digital ID?", select "Windows Certificate Store."
  - a. *Note:* This option stores and secures your Digital ID within your own Windows login, versus a password-protected Digital ID file that you must store in a secure location.
6. Click Next.
7. Enter your information in the appropriate fields.
8. Select Finish.
9. You have completed the steps to create a new Digital ID signature.
10. A window titled "Sign Document" with your Digital ID/signature will remain on the screen. Ensure that all information is correct and click "Sign".
11. The form will now prompt you to save this modified document. Please choose where you would like to save the PDF and click "Save".

**PLEASE NOTE:** The form must be passed onto each individual signer, one at a time, to ensure that all signatures remain on the same document.