

**COLUMBIA COLLEGE
THE FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE**

Request for Internship (R) Credit

Date: _____

CC or SEAS (circle one)

Name: _____ Cell Phone: _____ CUID: _____

Dates of Internship: _____

Name of Company: _____

Name of Internship Coordinator or Employer: _____

Address: _____

Fax (optional): _____

How would you like the letter to be delivered?

____ Please call me and I will pick it up

____ Please fax it to my employer

____ Please mail it to my employer

Important Notes:

1. You will not be awarded the R credit notation on your transcript until we receive official notice (a letter on letterhead) from your employer that you have successfully completed the internship.
2. The R credit is NOT academic credit. It does not affect the total number of credits needed for graduation and, since you do not receive a grade, it does not affect your Grade Point Average.

Center for Student Advising

403 Lerner
(212) 854-6378
(212) 854-2562 (f)

1st floor Schapiro
(212) 854-1870
(212) 854-1879 (f)

103 Broadway Residence
(212) 854-8711
(212) 854-8723 (f)

103 Furnald
(212) 854-3514
(212) 854-2458 (f)

101 Carman
(212) 854-9802
(212) 854-0042 (f)