**Research Intern Request & Justification**

Date:

To: CALS Human Resources

From: <Name>

The <Center/Department/Unit Name> requests to appoint a research intern primarily to pursue advanced training (which will augment their degree) per the following information below:

Name:       Funding:

Start date:       Pay Rate:

End date:       Operational Area:

FTE:       Visa Status:

Empl. ID (if applicable):       Total Prior Training\*:

Degree Emphasis and Conferring Institution:

Degree Type: <Masters/Bachelors>

Degree Completion Date:

Explain the specific experience or training the individual will gain relevant to their degree:

Explain new skills and knowledge the individual will gain relevant to their degree:

The department understands that an extension request beyond the 3rd year of the appointment requires Dean’s level approval and is only granted for exceptional circumstances.

If you have any questions, please contact       at <Phone and/or Email>.

Attachments:

CV/Resume