Complete at least one appointment with a Career Coach in the ASC Center for Career and Professional Success this semester. ASC Career Success will verify completion.

- Application Form*
- Budget Worksheet*
- Letter from on-site mentor, supervisor, or leader affirming that opportunity will meet minimum hourly requirement and to verify student will have a point person to turn to throughout the duration of the opportunity. Please encourage your supervisor to create their letter using the template.*

Description of the opportunity:
Acceptable documents:
- Posting from Handshake
- Description of position or program from organization’s website
- Letter or email from on-site mentor, supervisor, or leader detailing the primary duties and responsibilities of experience.
- Detailed daily/weekly schedule

- Your resume

- If requesting funds for lost income (see Budget Worksheet* for details), Career Success will contact your current employer verifying hourly wage and number of hours lost.

- Contact Student Financial Aid to understand how the fund would affect your financial aid award package

Items with a star* are available here: http://go.osu.edu/careeracceleratorfund

If you have any questions, please contact asccareer@osu.edu