

# 5-Step Application Process

Once you have an internship and would like to receive academic credit for it, follow these steps:

## Log into our webpage to find:

(<https://www.rmu.edu/why-rmu/campus-experience/epdc/students>)

1

- **Criteria for internships by major**
- **Find application forms**

2

**Complete an Academic Internship Form and upload your resume**

3

**Have your employer complete the Employer Application Form and upload a job description**

4

**Your application will be reviewed and approved by your department head or internship coordinator**

5

**If approved, register for the class in Banner**

