

# Planning to Host an External (non-MU) Student as an Intern in Spring 2021?

**Here's how to start the process...**

1. Review the full [Administrative Policy on HOSTING ACADEMIC INTERNS from other UNIVERSITIES AND COLLEGES](#)
2. Submit a completed [Request for External Academic Intern](#) to [Experiential Learning & Career Management \(ELCM\)](#)

**What happens next?**

3. Human Resources (HR) initiates the criminal background clearance process
4. Upon notice of clearance approval, the Supervisor issues a letter to the Intern, which contains:
  - the term of service
  - the scope of the academic internship objectives
  - a description of any benefits to be received by the Intern
  - a place for the Intern's signature
5. The Supervisor forwards the Affiliation Agreement from the Intern's home institution to ELCM for the Provost's signature.

**Questions?**

Contact: Melissa Wardwell ([melissa.wardwell@millersville.edu](mailto:melissa.wardwell@millersville.edu))

Submit forms to ELCM via [careers@millersville.edu](mailto:careers@millersville.edu)