



## Extern Program Application Instructions Spring Break 2012

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1. Visit the **CDO** and look through the Extern Sponsor Notebook to see if there is an Externship that interests you.
2. Go to <http://www.haverford.edu/cdo/opportunities/extern/>: Read and agree to the **Extern Participation Guidelines** and download the **Extern Application Form**.
3. Fill out the Extern Application Form on your computer. Sponsors will eventually receive this form.
4. Submit your application between **8:00 a.m. Wed, 1/25/2012** and **11:59 p.m. Wed, 1/25/2012** by going to <http://cdoapps.haverford.edu/opportunities/extern/> and entering your contact information and uploading the Extern Application Form.

**NOTE:** The application form (*and resume – optional*) must be saved as a MS Word (.doc) or Adobe PDF (.pdf) file and less than **100K**.

**IMPORTANT:** The order of the selection meetings will be determined by the order in which the Extern Application Forms are received. Be sure to print out the Verification Page after you submit this Form.

5. You will receive an e-mail on Thursday, 1/26/2012 from the CDO notifying you of your scheduled selection meeting with a counselor (which will take place on Monday, January 30 and Tuesday, January 31). **IF YOU DO NOT RECEIVE AN EMAIL BY 4:00 PM ON THURSDAY, PLEASE CALL CDO TO FIND OUT YOUR SELECTION MEETING TIME.**
6. During your selection meeting with a counselor, which will take place at your **home school**, you will be asked to complete a second sheet **after** you have selected and been assigned your externship. Sponsors will receive this form, so write neatly.
7. In order to participate in the program, all externs must complete a Release Form, which needs to be completed at your selection meeting.

SELECTIONS WILL CONTINUE ON **Wednesday, February 1** FOR STUDENTS WHO DID NOT MAKE THE JANUARY 25 DEADLINE. SELECTION MEETINGS WILL TAKE PLACE ON A FIRST-COME, FIRST-SERVED BASIS FROM 9:00 AM TO 5:00 PM IN THE CDO. ALL STUDENTS MUST FIRST UPLOAD THEIR APPLICATION AND PRINT OUT THE CONFIRMATION **PRIOR** TO THE SELECTION MEETING. APPLICATIONS CAN BE SUBMITTED THROUGH THE FOLLOWING LINK: <http://cdoapps.haverford.edu/opportunities/extern/>