



Columbia University in the City of New York
The Fu Foundation School of Engineering and Applied Science
Office of Graduate Student Services • 524 Mudd • (212) 854-6438

REQUEST FOR INTERNSHIP NOTATION (“R” Credit) ON TRANSCRIPT

If you participated in an off-campus non-compensated internship, you may be eligible to receive a notation on your transcript (“R” Credit) indicating the term and company for which you completed the internship.

Instructions: Complete and submit this form to the Graduate Student Services office. Upon receipt of this form, a staff member will contact the internship supervisor for a letter on company stationary confirming your successful completion of the internship. Please note that the transcript notation (“R” Credit) is not academic credit and will not be computed into your grade point average (GPA). The internship notation (“R” Credit) will be posted after official notification from the internship supervisor has been received on the internship company letterhead.

Mr. _____

Ms. First Name : _____ Last Name: _____

Columbia ID: _____ E-mail: _____

Phone: _____ Department: APAM BMED CHEN
 CEEM COMS EAEE
 ELEN IEOR MECE

Internship Information

Name of Company _____

Dates of Internship _____

Name of Internship Supervisor or Coordinator _____

Address _____

Phone Number _____ Fax _____

E-mail Address _____

I attest that I completed an off-campus internship without compensation at the above named company and give the Graduate Student Services office permission to contact the internship company to confirm the information indicated above.

Student’s Signature: _____ Date: _____

<p>Graduate Student Services Approval: Signature: _____ Date Completed: _____</p>
