



# Internship Written Permission Request Form

## Student Information

Full Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 School E-mail Address: \_\_\_\_\_  
 School Name: \_\_\_\_\_  
 Major: \_\_\_\_\_ G.P.A.: \_\_\_\_\_  
 Program Level:  High School  Junior/Community College  Undergraduate College/University  Graduate/Law School  
 Expected Completion Date/Degree: \_\_\_\_\_

## Period of Internship

Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
 Schedule: \_\_\_\_\_  
 Reason:  Academic Credit  Student Service Learning (SSL) Hours  Training/Experience  
*(If academic credit is selected, attach a copy of the program requirements/agreement. SSL forms must be submitted prior to departure.)*

## Student Affirmation and Signature

*By signing this, I affirm that the facts set forth in this document are true and complete. I understand that having been accepted as an intern with the U.S. Copyright Office, any false statements, omissions, or other misrepresentations made by me on this document may result in my immediate dismissal.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If under 18 years of age, a parent/guardian's signature is required.*

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## School Representative Affirmation and Signature

*By signing this, I affirm that \_\_\_\_\_ meets the eligibility requirements of being a student (enrolled not less than half time and if between school years, not more than five months) in good standing with the school or college/university designated above. Permission to intern with the U.S. Copyright Office under a voluntary services agreement is granted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ School Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Return on start date to:** U.S. Copyright Office  
 Administrative Services Office  
 101 Independence Avenue, SE, LM 458  
 Washington, DC 20540  
 phone: (202) 707-8370  
 fax: (202) 252-3668  
 email: copyrightinternships@loc.gov  
 website: copyright.gov