

Student Application Process Procedure

1. Student application forms distributed on campus by college relations board to student center, student government office, placement center, etc.
2. Applications returned to college relations board member on individual campus, 90% completed by May 2, 1969. Postcards will be sent to all applicants stating that their application has been received and is being processed.
3. Urban Corps finance representative will meet with financial aid officer on each campus and review applicants from that campus as to their eligibility for financial aid. Some applicants will already be eligible from past aid records. Other applicants may have to complete supplementary financial applications. The definition of financial aid is the financial aid officers responsibility. Ideally we will request him to certify from Atlanta Urban Corps applicants a number eligible for work study funding equal to his number of off campus work study slots. In addition we will ask the financial aid officer to select alternately eligibles equal in number to 20% of his total number certified in the event that those originally certified cannot be placed due to job requests not available.
4. Application forms will be reviewed by the Personnel Committee consisting of student agency, job developer, and recruiting representatives. Those applicants previously approved for work study funds by individual campuses will be separated from other applications.
5. Remaining non-work-study eligible applicants will be reviewed by the Personnel Committee and a number of applicants will be selected to be funded from private sources (estimated to be equivalent to 70 interns), on the basis of ability, desire, work experience and financial need. Likewise the Personnel Committee will select an "alternately eligible" group in the event their first selections cannot be placed.
6. Work-study and privately funded applicants will be grouped according to interest and assigned to job slots by the Personnel Committee. Of these financially "covered" applicants those that cannot be placed for reasons of specific job requests will be held aside and replaced from "alternately eligible" applicants.
7. All applicants will be notified of their application status. Categories will be as follows:
 - a. financially eligible for work-study funding and assigned.
 - b. privately funded and assigned.
 - c. alternately eligible - possibility of placement.
 - d. cannot be placed due to lack of funds and/or job not available to fit applicants request.
8. Assigned interns will be notified of their job description and requested to interview their intern supervisor. Student and agency will approve assignment.
9. Internships not approved by agency or student will be reviewed and placed elsewhere by the Personnel Committee if possible.
10. If approved internship cannot be filled a new applicant will be drawn from the "alternately eligible" applications.

11. Confirmed interns will be sent orientation material and informed of payroll and operating procedure.
12. Intern attends orientation program.
13. Work period begins.