



Please review the checklist to ensure you have completed all necessary steps to satisfy your externship and degree requirements.

- Completed and documented all 396 hours of the externship requirement
- Submitted all required documentation:
 - OCCI Externship Agreement (*This form should be submitted **prior to beginning** your externship*)
 - OCCI Externship Statement of Confidentiality (*This form should be submitted **prior to beginning** your externship*)
 - *OCCI Externship Verification Form (*This form is to be submitted **after you have began your externship, but no later than 10 days** from your start date*)
 - Externship Essay
 - OCCI Externship Timesheet or other documentation to verify hours
- Worksite Evaluation (To be completed by your supervisor)

Students that have met the degree requirements and are eligible for graduation will need to submit all required paperwork by the last day of the term; please refer to the current academic calendar for dates. **All documents and graduation requests received after the last date of the term will be processed the end of the following term.** Please allow six to eight weeks for processing of all diplomas.

- Graduation Application

In addition to submitting all required documents, students who have received student loans will need to complete a loan exit counseling session at <https://studentloans.gov/myDirectLoan/index.action> and address any student or account holds etc.

- Loan Exit Counseling Session (*If Applicable*)

***All Financial Aid students must submit the Externship Confirmation Form prior to any financial aid funds** being applied to the student's account. **Students must submit this form to be eligible to receive financial aid for their externship term.** (Please refer to the academic calendar for all dates and deadlines.) Students who fail to submit this form will not be eligible for financial aid, but will be responsible any charges including tuition incurred during the term.

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