

Documentation Required for Passport Activities

Workshops and seminars: certificate of attendance (form available at HCB website)

Clubs and organizations: letter from organization on the organization's letterhead, signed by president and faculty sponsor

Teams: Letter from team sponsor.

Attendance to events/activities: handout at event site accompanied by attendance form (available at HCB website) signed by faculty or other official person at the event.

Internship: employer evaluation .

Career Leader Assessment: assessment report.

Career Linkages (CL001-CL004): documentation from Career Linkages.

Voluntary community service: certificate of participation attesting to your participation signed by sponsoring organization or recipient.

HCB sponsored foreign travel: certificate of attendance.

St. Louis Interview Days: certificate of attendance.

Job search portfolio: the portfolio (see website for items to include: "Documentation of Job Search Portfolio.")

Mock interview session: certificate of attendance

River Campus cultural event: certificate of attendance.

Presentation to external audience: certificate of attendance.

Publication in professional business journal: copy of journal article