



Summer Internship & Research Funding Required Materials Checklist 2026

Step 1: Official Employment Offer Letter

(Required to begin and submit the application)

The offer letter must:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Be on official company letterhead |
| <input type="checkbox"/> | Clearly state your position title |
| <input type="checkbox"/> | Include internship start and end dates |
| <input type="checkbox"/> | Indicate whether the position is paid or unpaid |
| <input type="checkbox"/> | If paid, list hourly wage |
| <input type="checkbox"/> | State number of hours intended to work per week |

Step 2: Summer Internship & Research Funding Application

(Sent via email sometime in March 2026)

Before starting the Qualtrics application, confirm:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have my official employment offer letter ready |
| <input type="checkbox"/> | I understand the offer letter must be uploaded through the Qualtrics application |

Step 3: After an Awards Letter Is Received From SFA

Once you receive your award letter, you must complete the following steps:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Read the award letter carefully |
| <input type="checkbox"/> | Sign the award letter |
| <input type="checkbox"/> | Email the signed award letter to sfs.ha@pobox.upenn.edu |

**This is not the employer offer letter. This is the award letter that comes from SFA*

IMPORTANT REMINDERS

- You cannot complete the application without an official employment offer letter.
- Starting the application without the offer letter may result in being locked out of the application.
- If locked out, you will need to contact sfs.ha@pobox.upenn.edu for a new application link, which may take time.