

COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

Office of Career Services

Room 420, International Affairs Building • 420 West 118th Street • New York, NY 10027

Phone: 212-854-4613 • Fax: 212-854-6190 • www.sipa.columbia.edu/ocs

PROFESSIONAL DEVELOPMENT CLASS WAIVER FORM

Student Notified: _____

Deans Office Notified: _____

To waive the professional development class requirement, you must submit: 1) this form, 2) a current resume, and 3) a copy of your MonsterTRAK profile page to OCS. To obtain a profile page, you must register for MonsterTRAK. To register, go to the OCS website, www.sipa.columbia.edu/ocs, click on [Current Students], then [Find a Job or Internship/MONSTERTRAK]. Enter your UNI in the log-in box under [First-Time User] and follow the registration steps.

DATE: _____

STUDENT LAST NAME: _____

FIRST NAME: _____

UNI: _____

PROGRAM: MIA _____ MPA _____ PEPM _____

COLUMBIA EMAIL: _____

CURRENT ADDRESS:

PERMANENT ADDRESS:

PHONE: _____

PHONE: _____

COUNTRY OF CITIZENSHIP: _____

GRADUATION DATE: _____

CONCENTRATION: _____

PLEASE CHECK THE REASON FOR WAIVER REQUEST:

- On leave from job (if less than four years work experience in field relevant to your concentration and career goals, please provide letter from current employer that you are on leave and will be returning)
- Accepted into a doctoral program (acceptance letter is required)
- Have worked on a full-time, professional basis for a minimum of four years in a field relevant to your concentration and career goals
- Joint-degree student who has completed an equivalent course in another program

APPROVED: _____ NOT APPROVED _____

OFFICE OF CAREER SERVICES _____

DATE _____

- If you are granted a waiver, we recommend that you make an appointment with a career counselor at OCS to review your resume and discuss your job search strategy.
- If your waiver is approved after you have registered for the Professional Development class, you **must drop** the class. Please see Student Affairs if it is after the add/drop period.
- OCS will contact you regarding your waiver status. If you have not been contacted within a week of submitting this form, please call OCS at (212) 854-4613. It is your responsibility to ensure that your waiver request has been processed and is reflected on your transcript.