

## Placement Process for Sponsored Students

Individual contacts Student Affairs Office and requests to become a Sponsored Student. The individual provides a cover letter, resume, and proof of academic achievement explaining his/her professional experience and reason for seeking a Sponsored Student Placement, along with their learning objectives.



Student Affairs forwards placement request to the appropriate parties to determine if a supervisor is available.



The request is forwarded to the Vice-President, Patient Care and Chief Nurse Executive for approval.



If the application is approved, the placement is confirmed by Student Affairs. Student Affairs informs the Sponsored Student of the pre-placement requirements that must be completed **two weeks** before the placement start date.



If the student completes the [pre-placement requirements](#) **two weeks** before the placement start date, the documentation package is forwarded along to the Director of Professional Practice for signature and the placement begins as scheduled. If the student does not complete the pre-placement requirements by the deadline, the placement is placed on-hold.