

If you obtain an internship through the Ladders for Leaders program, you will need to submit the following documents: a picture I.D, Social Security Card and your current report card. You must submit **COPIES** of one (1) item from categories 1-9 listed below as it applies to you. **These items are needed to officially complete your enrollment and you will not be able to start your internship without them.** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 3 and 6).

1. Proof of Identity

- Official Picture ID (school, city, state, government issued)
New: IDNYC will be accepted

2. Proof of Employment Authorization

- Report Card (*dated within the last 6 mos*) OR
- Official School Transcript OR
- NYS Driver/Non-Driver's License OR
- Voter's Registration Card OR
- U.S. Military Card /Draft Record OR

3. Proof of Age

- Birth Certificate OR
- Benefit Card OR
- NYS Driver/Non-Driver's License OR
- Alien Registration Card OR
- Valid U.S. Passport

4. Proof of Social Security Number

- Social Security Card (**ONLY**)

5. Working Papers (*Must be age applicable*)

If you are under the age of 18 at the time of application, you must submit your most current working papers.

Working papers can be acquired through your school.

If you are not attending school, call 311 or contact your local District Office.

- 16 and 17 years of age: Green Card

6. Proof of Citizenship/Alien Status

- Valid U.S. Passport OR
- U.S. Birth Certificate OR
- Alien Registration Card OR
- I-94 , I-551, I-797 OR
- Certificate of Naturalization OR
- Employment Registration Card

7. Proof of Address (*Dated within the last 6 months*)

- Home Utility Bill OR
- Current Lease OR
- Current Cable Bill (Must have Phone Service Listed) OR
- Official Mail from a Federal, State or City Agency

8. Proof of Educational Status

- Official High School Transcript OR
- Official College Transcript OR
- Unofficial College Transcript w/ copy of College ID

9. LFL Application

- A signed LFL application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

10. Please provide ONLY if applicable

- Selective Service Registration Card OR Selective Service "Online Receipt"
Required for males 18 years of age or older