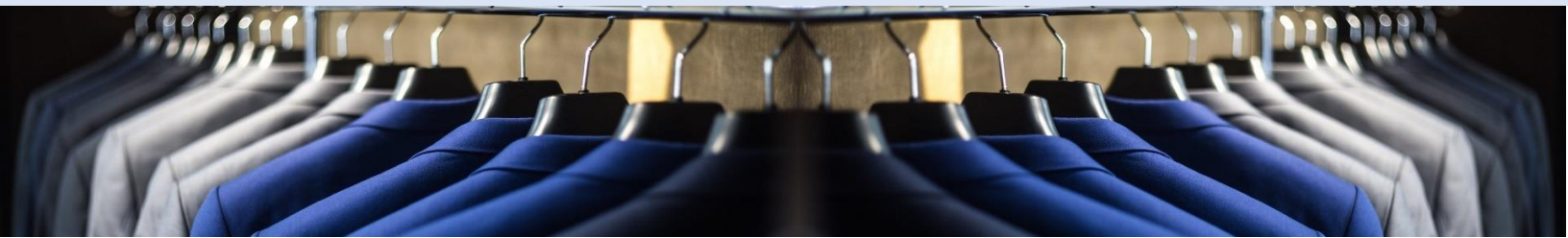


## Career Services Center

T. H. Harris Hall, Suite 1100 | P: (225) 771-2200 | E: [CareerServices@SUBR.edu](mailto:CareerServices@SUBR.edu) | W: [www.SUBR.edu/CareerServices](http://www.SUBR.edu/CareerServices)



## Career Clothes Closet Information & Hardship Application

### What is the Career Clothes Closet Program?

The Career Clothes Closet Program will aid our students in looking their best in the professional world. As a student, it may be hard to attain funds to purchase appropriate interviewing attire. Therefore, the Career Services Center has implemented a program called the “Career Clothes Closet” that will ensure students a start in their future endeavors. We will provide students with “new or gently used” clothing donated by alumni, business professionals, faculty, staff, students, and other professional organizations. Students are not required to return the clothing; it is for keeps for the benefit of their future.

### Required Items:

- Current SUBR ID and Hardship Application (attached)
- Bring an updated resume for review and critiquing by one of the Career Services Center staff.
- Handshake information profile complete with professional photo and resume upload
- Attend two information sessions or two events sponsored by the Career Services Center or other academic units.

After the hardship application is submitted, a Career Services Center representative will call or email you for approval status. **The clothing item(s) are available for pick up ONLY ON FRIDAYS from 2:00 pm – 4:30 pm AFTER THE APPROVAL COMMUNICATION IS MADE.** For more information about the Career Clothes Closet Program, please call us at (225) 771-2200.

**Donations are solicited from alumni, business professionals, faculty, staff, and students. Appropriate donation items follow the listed guidelines:**

- Professional men’s & women’s business suits (black, grey, navy, tan)
- Professional business shirts and blouses (women)
- Professional men’s and women’s slacks
- Professional business ties, bowties, and/or pocket squares

### Donated attire MUST be:

- Appropriately cleaned and on hangers
- Delivered to: **Career Services Center | T.H. Harris Hall, Suite 1100 | Baton Rouge, LA 70813**

*“Preparing Students for the Workforce”*



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### Hardship Application

The Career Clothes Closet assists with supporting our Southern University and A&M College main campus students (SUBR) in looking their best for professional experiences and events. The Career Services Center staff maintains the understanding that some students may encounter hardships, where personal funding is unavailable to purchase appropriate professional attire for interviews and corporate events. Therefore, the Career Clothes Closet Program was created to assist students with **“new or gently used”** clothing donated by alumni, business professionals, faculty, staff, students, and other professional organizations. **Students are not required to return the clothing. They keep the necessary items to benefit their professional future.**

Please complete the hardship application form and submit it to the Career Services Center via email at [careerservices@subr.edu](mailto:careerservices@subr.edu).

Date of Application: \_\_\_\_\_ Student’s Full Name: \_\_\_\_\_

Student’s U#: \_\_\_\_\_ Student’s sus.edu Email: \_\_\_\_\_

Student’s Classification: \_\_\_\_\_ Student’s Cell Number: \_\_\_\_\_

**Student’s Sizes – To better assist with locating the best attire fit, please list your correct sizes below.**

Example: Men = 44L Blazer/ 38 waist / 18in 34/36 shirt  
Women = 12 Coat/Suit / 12 waist / 14/16 Blouse

**MEN:** Coat/Blazer Size: \_\_\_\_\_ Slacks Waist Size: \_\_\_\_\_ Shirt/Neck Size: \_\_\_\_\_

**WOMEN:** Coat/Blazer Size: \_\_\_\_\_ Slacks Waist Size: \_\_\_\_\_ Blouse Size: \_\_\_\_\_

**SUBR Student, please submit a full statement below (2-3 full sentences) explaining the purpose of need and, how the Career Clothes Closet Program is beneficial for your current college experience.**

#### For Office Use Only:

Valid Student ID:     Y / N    

Student Handshake profile up to date:     Y / N    

Student resume reviewed:     Y / N    

Student attended two CSC events:     Y / N    

Career Services Center Staff Signature: \_\_\_\_\_

***“Preparing Students for the Workforce”***