Internship Process – International Students
CPT ~ Curricular Practical Training

*Requirements for **<u>all international</u>** students who wish to pursue an internship for academic credit:*

1. Internships are available to all full-time IBS international students who comply with F-1 or J-1 Visa regulations (*see Visa Guidelines on following page*).

2. Students must have been enrolled full-time at IBS for two academic semesters.

3. Students can enroll in 297a a maximum of 1 time and 297g a maximum of 2 times, for a maximum of three internship experiences. The 297a Field Project course yields 2 credits, while the 297g yields one credit each.

4. Each internship experience must be a minimum of 6 weeks in length and 100 hours.

5. You must discuss internship with a faculty advisor (internship must be related to student's field of study). They must sign both your add slip for the internship course as well as the Faculty Recommendation form.

6. The student must obtain an offer letter from their potential employer. This letter must include the following information:
    - Name and address of employer, on letterhead, signed by supervisor. Letter can not be an e-mail
    - Dates of employment – must be specifically outlined with beginning <u>AND</u> ending date. The dates must correspond with the academic calendar. If the dates are not stated or extend beyond the last day of exams, then the student will need to get a new offer letter from the employer.
    - Paid/unpaid (either need CPT)
    - Amount of hours worked per week – during Fall and Spring Term, this must be under 20 hours per week.
    - Title of your position and brief description of your duties. Student must be working in their major field of study.

7. Student will then deliver to Matthew Rocker: job offer letter, completed add slip, and Faculty Recommendation form (must be filled by both you AND faculty member who must also sign the form). Matthew Rocker will then completer your CPT
    - Matthew Rocker will not complete your CPT until all three pieces of documentation have been received.

8. When all three documents are received and signed by Matthew Rocker, the student will then deliver all three documents to ISSO so that they may authorize the CPT.

9. After receiving the CPT authorization from ISSO (within 2 weeks), the student can begin the internship according to the dates provided on the offer letter.

Visa Guidelines for International Students

International students who are offered an internship, must comply with F-1 or J-1 Visa regulations. Students cannot conduct "volunteer" internships according to visa regulations and they must be enrolled either in the 297a or the 297g course in order to receive one type (Curricular Practical Training) of immigration authorization. Students will be working with both IBS and the ISSO prior to beginning the internship to insure that the proper immigration work authorization is obtained. F-1 Visa Holders must have been in F-1 visa status for a minimum of two academic semesters before pursuing an internship. Typically, this means that a student can pursue an internship in the summer after the first year of course work at IBS. Internships must be for academic credit to receive Curricular Practical Training (CPT). J-1 Visa Holders (exchange students) are eligible to pursue internships after the completion of the semester and should consult ISSO for more details about Academic Training (AT). J-1 Visa Holders sponsored by Fulbright, Laspau, Ford Foundation, etc must consult with the program sponsor prior to enrolling in an internship experience.

It is advisable for all international students to attend an employment workshop sponsored by ISSO. Information is on their website www.brandeis.edu/isso.