

Internship Process – International Students

CPT ~ Curricular Practical Training

*Requirements for **all international** 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 once and 297g twice, for a maximum of three internship experiences. The 297a Field Project course yields 2 credits, while the 297g yields one credit each. Internships can not be continued after the semester ends (even if student has an internship with the same company). Student must obtain a new work authorization by following this same process for each semester in which the student has an internship.
4. Each internship experience must be a minimum of 6 weeks in length and 100 hours.
5. Discuss the internship with a faculty advisor (internship must be related to student's field of study). The advisor 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 the potential employer. This letter must include the following information:
 - Name and address of employer, on letterhead, signed by supervisor. Letter cannot be an e-mail.
 - Dates of employment – must be specifically outlined with beginning AND ending date. The dates must be consistent with the academic calendar for that semester. 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)
 - Number of hours worked per week – during Fall and Spring term, this must be under 20 hours per week.
 - Title of position and brief description of duties. The position must be related to the student's major field of study.
7. Student will then deliver to Karen Muise: 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). Karen will then complete the student's CPT form.
 - Karen Muise will not complete CPT paperwork until all three pieces of documentation have been received.
8. When all three documents are received and signed by Karen Muise, the student will then deliver all three documents to ISSO so that they can 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.

Special Summer Rules

In Fall and Spring terms, the 297a and 297g Field Project course is covered by regular tuition. In Summer, the cost is \$500.00. If the internship is unpaid, the fee is waived.

- Any internship over 20 hours per week is considered “full-time”.
- Two part-time internships is the maximum a student can take at one time. Each internship must be under 20 hours.
- If the student is pursuing two part-time internships, the student must apply for two CPT authorizations, using the same academic advisor.
- The two CPT’s can be covered by enrolling in only one section of 297a or 297g (this is why it is important to have the same academic advisor).
- Doing concurrent internships in summer will count as one of a student’s three opportunities for 297a or 297g.