

INTERNSHIP INFORMATION FOR INTERNATIONAL STUDENTS

International students may be eligible to gain study-related, practical work experience through an internship under Curricular Practical Training (CPT) employment authorization. Policies listed in this section are subject to change. In order to stay current with Immigration regulations, students should check with the Office of International Student & Scholar Services. For the most recent information, refer to the International Student & Scholar Services webpage. Students may also refer to the webpages of the Center for Career and Life Planning or the Crummer Career Resource Center.

Eligibility for an Internship

International students in F-1 status may be eligible to participate in study-related internship positions if they meet the following:

- Students must be fully matriculated into a full-time degree program (12 credits for undergraduate; 9 credits for graduate students).
- Students must be in F-1 status and have been enrolled full-time for at least one full academic year.
- The internship is directly related to their program of study.

Requirements for Authorization

Students must have the following to be authorized for CPT and begin an internship:

- a) International Student Internship Approval Form with approval signatures from the Center for Career and Life Planning or the Crummer Career Resource Center, Internship Site Supervisor, and Faculty Advisor.
- b) Statement of Purpose prepared by the student stating an academic objective and an explanation of how the internship is directly related to the student's field of study.
- c) If internship is approved, Curricular Practical Training (CPT) work authorization issued by the Office of International Student & Scholar Services on a new Form I-20.

Students are responsible for completing all necessary documentation **before** beginning any internship. A new Form I-20 must be issued with CPT authorization for each authorized period and specific employer. Do not let it expire! Written proof of authorization to work should be shown to an employer prior to beginning the internship.

Employment Restrictions

Students may work in an internship position:

- Part-time (maximum 20 hours weekly) during the academic year
- Full-time during the winter, spring, and summer breaks from school
- Students working on campus in a graduate assistantship or in an on-campus job cannot work in an internship if the total hours working will exceed 20 hours weekly during the academic year.

How do I find an Internship?

Internships can be found in a variety of ways. There is a list of over 400 internships that have been pre-approved by the Center Career and Life Planning and the Crummer Career Resource Center. They are listed in Handshake, the online career platform that includes job boards, self-assessments, mock interview resources, and more.

Internships on Handshake

A listing of pre-approved credit-bearing internships can be found <https://rollins.joinhandshake.com/login>. Accessing the database will allow you to search internships utilizing multiple criteria including organization, career field, credit requirement, term offered, and salary.

Additionally, students may request approval for an internship not listed on Handshake by identifying a company or non-profit organization where they would like to intern and contacting them. Students should be sure to research the organization and be prepared to discuss why they would like to do an internship there. Internship opportunities are not always advertised!

If internships are not listed on Handshake, an approval form must be submitted to the Center for Career and Life Planning or the Crummer Career Resource Center.

Internship for Academic Credit or Not

Whether the internship will earn academic credit or not, it must be approved through the same process and CPT must be issued for it. In order to receive CPT work authorization, the International Student Internship Approval Form must be submitted to the Office of International Student & Scholar Services. This form requires a Statement of Purpose written by the student stating an academic objective and an explanation of how the internship is related to their field of study. If the internship is approved, students must obtain Curricular Practical Training (CPT) work authorization on their Form I-20 before starting the internship.

Authorization to Work

Students will be authorized to work for 1 semester or summer break at a time. If they plan to continue the internship after their current authorized period, a new International Student Internship Approval Form must be submitted and a new Form I-20 issued. This process should be completed prior to the expiration date of the current CPT authorization. Failure to keep employment authorization current may violate one's immigration status!

Social Security Number

In order to be paid for work, students will need a Social Security Number. Please consult with the Office of International Student & Scholar Services for information about applying at the nearest Social Security Administration.

After Graduation

F-1 visa students working in an internship position may continue to work with their employer after graduation by applying for and receiving 12 months of Optional Practical Training (OPT) work authorization. Students should check with the Office of International Student & Scholar Services at least 3 months prior to graduation for information on how to apply for OPT.

INTERNATIONAL STUDENT INTERNSHIP APPROVAL FORM

In order for international students in F-1 non-immigrant status to receive work authorization to participate in an approved internship, this form must be completed, submitted to, and approved by the Office of International Student & Scholar Services **PRIOR** to commencement of the internship. Please understand that the Center for Career & Life Planning and the Crummer Career Resource Center have their own forms and processes for internship approval.

Student Name: _____ Rollins ID # _____

Phone # _____ Email: _____

U.S. Address: _____

Do you work on-campus? Yes No If yes, how many hours per week? _____

Internship Approval Checklist (To Be Completed by Student):

___ For Academic Credit (If applicable)

___ Internship Description has been reviewed and approved by the Center for Career & Life Planning or the Crummer Career Resource Center.
The job description must be the official job description from Handshake. If this is not available, a letter from the employer detailing the intern's responsibilities and tasks and requirements may be used.

Internship Information (To Be Completed by Student):

OISSS can only approve CPT for 1 semester at a time. Start and end dates listed below must reflect this.

Company / Organization Name _____ Supervisor Name _____

Company Address _____

Internship Start Date _____ End Date _____

*start date must be at least 5 days from when submitting approval request to OISSS; end date must be last day of term or earlier

Number of Work Hours / Week _____

Statement of Purpose:

The statement should include 3 academic objectives and 4-5 skills learned in the classroom that will be applied in the internship.

Approval Signatures:

The following signature confirms that the above-stated information is true and accurate.

Student Signature _____ Date _____

The following signature confirms that all of the above-stated information as well as the job description or letter has been reviewed and approved as true and accurate.

Site Supervisor Name _____ Signature _____ Date _____

The following signature confirms that the above-stated information is complete and accurate and has been reviewed and approved as true and accurate.

Career Counselor Name _____ Signature _____ Date _____

The following signature confirms that the above-stated information is complete and accurate and has been reviewed and approved as true and accurate.

Faculty Advisor Name _____ Signature _____ Date _____
(Faculty advisor must be in the student's major department)

OISSS Approval:

Internship is approved as an integral part of the student's curriculum ____ YES

Office of International Student & Scholar Services _____ Date _____

Internal office use only: For <i>in progress</i> indicate "IP." For <i>pre-registered</i> indicated "PR."						
201401/11 ____	201501/11 ____	201601/11 ____	201701/11 ____	201801/11 ____	201901/11 ____	202001/11 ____
201406/14 ____	201506/14 ____	201606/14 ____	201706/14 ____	201806/14 ____	201906/14 ____	202006/14 ____
201409/19 ____	201509/12 ____	201609/19 ____	201709/19 ____	201809/19 ____	201909/19 ____	202009/19 ____
Preparer's signature: _____		Date: _____		I-94: _____		