

Internship checklist

1. Check whether you are eligible to do internship:

Domestic Undergraduate		International Undergraduate	
3 credit	Zero credit	3 credit	Zero credit
Junior standing; Minimum GPA of 2.75	Sophomore or higher standing; At least one semester completed at NYIT with a minimum GPA of 2.0	Must have completed 2 full-time consecutive semesters before you are eligible for internships (CPT). Summer is not counted.	

Domestic Graduate		International Graduate	
3 credit	Zero credit	3 credit	Zero credit
At least one semester completed at NYIT; Minimum GPA of 3.0		Must have completed 2 full-time consecutive semesters before they are eligible for internships (CPT). Summer is not counted.	

2. The internship offer letter from employer must:
- a. Be printed on the company letterhead and signed by a company representative
 - b. Show clearly the start and end dates of employment (These dates must fall within the start and end dates of the semester)
 - c. Show clearly the number of hours the student should work per week (minimum of 150 hours)
 - i. ≤ 20 hours during Fall and Spring semester
 - ii. ≤ 35 hours during the summer or winter break
 - d. Name of student's direct supervisor be printed on the letter; and
 - e. Have detailed job responsibilities of the intern
3. International students fill out 'Student Request Form' in the CPT application form and show to academic advisor along with your internship offer letter.
- CPT application form is available at: <https://www.nyit.edu/management/internships>
4. Academic advisor will request Department Chair/Director of Experiential Education to approve internship. International students need 'Department Chair Approval Form' (third page in CPT application form);
5. Once approved by the Director of Experiential Education, register for Zero credit Internship course (BUSIE 290/BUSIE 650) or 3 credit internship course with your academic advisor, who will notify Department Chair & Director of Experiential Education to create this 3 credit course;
6. International students, after registering for the course, should go to Office of International Education and get I-20 form updated; and
7. Finally, contact Adrienne McNally (amcnally@nyit.edu), Department of International & Experiential Education, to register for Internship Certificate Program.