International Undergraduate Students: How to Register Your Internship

*If you are completing your internship in the U.S. you must obtain CPT (Curricular Practical Training) work authorization before you begin your internship.

Please be aware that working/interning without proper authorization is a violation of your legal status. If you have any questions please contact the CDO or OIS.

Your CPT application must be submitted to the Office of International Services (OIS) at least two weeks before your internship is expected to begin.

**Step 1: Get an Internship!**
- For CPT authorization your internship needs to be integral to your SPEA major field of study.
- We are happy to help! Make an appointment with a Career Development Advisor for internship search assistance.

**Step 2: Request an Offer Letter**
- You must provide an offer letter on the organization’s letterhead to the OIS that contains the following information:
  - A specific start date of your internship with the phrase “or date of authorization.” For example: “Start Date: 5/10/16 (or date of authorization).
  - A specific end date of internship.
  - The number of hours you will be interning each week.
    - The physical address of your internship site (P.O Boxes are not acceptable).
  - A description of your position duties, the more details the better.

**Step 3: Submit your Completed CPT Application to OIS through iStart**
- Upload your offer letter into the application (circle the start/end dates, number of hours per week, internship address, and internship description).
- List Miranda Redman - Assistant Director of Internships and Employer Relations, mdredman@indiana.edu as the academic advisor.
- OIS will verify course enrollment and review your Curricular Practical Training request. They will then notify you when your CPT is ready to pick-up (this can take 5-10 business days).

**Step 4: Register your Internship on SPEACareers**
- Go to speacareers.indiana.edu. Click “Student Login.”

**For Students**
Log in to post your resume. RSVP for upcoming events, see our calendar, register your internship, and apply for career opportunities.
• Once you are logged in you can access your “SPEA Internship Paperwork” on the bottom right of the page.

• On the “Experiential Learning” tab click “Add New.” Fill out the appropriate information, and click “submit.”

• Keep in mind:
  o In order to be eligible to earn internship credit you need to have passed V252/H267.
  o Your internship is required to be at least 120 hours. If you wish to earn additional elective credits indicate so on the form (each elective credit equals 80 hours beyond the initial 120 hours).
  o Your internship needs to be a professional experience. If you are unsure if your internship qualifies, contact the Career Development Office.
  o Allow 7-10 business days for processing; if your internship is approved you will receive permission via email to enroll in the appropriate course and section.

Step 5 Register for V381/H466 using One.IU

Once you receive approval, you must register for the course. The required internship course counts as 1 credit hour and will be assessed tuition. This is a graduation and CPT authorization requirement.

Step 6: Complete your Internship Assignments in Canvas

In order to earn the required credit for your internship you must complete at least 120 hours, have your internship supervisor complete the appropriate evaluation forms (mid-term and final) and actively participate in the Canvas coursework. Canvas assignments will be short and focused on assisting you in completing a successful internship.

Elective Credit Information:
If you qualify and are interested in earning elective credits beyond the 1 credit for your required internship, please indicate so on your internship approval request and complete the Elective Credit Request Form (located on the SPEA website). Each additional elective credit requires 80 hours beyond your initial 120 hours for V381, must be approved through your academic advisor, and will be assessed for tuition.