

## SEAS Graduate Student Professional Praxis Student Checklist and Guide

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### Eligibility Requirements for SEAS Graduate Students

To be eligible for participation in Professional Praxis through the SEAS Career Services Center, you must:

1. Be a current full-time student in SEAS graduate program. ALL NON-SEAS GRADUATE STUDENT APPLICATIONS WILL BE VOIDED. All other students should contact their school's designated career center regarding similar programs or opportunities.
2. Have received an offer for a major-related job or internship, the duration of which is at least 10 weeks or 100 hours
3. Graduates: have and maintain a 3.0 GPA
4. Have no holds on your [GWeb](#) (BanWeb) account at the time of application. Any holds will result in a delay of your application.
5. **International Students** – if you are applying for this program in order to receive “proof of enrollment in the appropriate curricular course” for your Curricular Practical Training (CPT) application, please meet with an [ISO Advisor](#) first to discuss your eligibility for CPT

### Application Process for SEAS Graduate Students

**1. Complete the following documents** (applications are *only* accepted via the collection system, no emails):

- **[Student Application](#)** (*make sure that all blanks are filled in, and it is signed by you*). You will receive an email of your responses and an acknowledgement that we've received your application. You will receive an email that explicitly states when SEAS Career Services has accepted and processed your application. Note, the forms are passed onto the ISO, who have the final say and can revoke our initial acceptance. The student application will ask for a **copy of your official employment offer letter** (*this must be a formal offer letter on company letterhead – informal offers such as emails are not acceptable*)

- **Employer Agreement** (make sure that all blanks are filled in, and it is signed by your employer)

**2. Wait FOUR FULL business days** (excluding weekends, holidays, or university closures) for a response.

- You will receive an email confirming that your application was accepted and that we've requested you be enrolled in the course. *Note, the forms are passed onto the ISO, who have the final say to ensure that the process protects your legal employment status. The ISO has the ability revoke our initial acceptance.*

**3. International Students** – when you receive the confirmation email, the “proof of enrollment in the appropriate curricular course” for your CPT application will be emailed to you.

#### **4. Grading / End-of-semester Requirements:**

- **Submit the completed and signed Final Packet** via gwseaspraxis@gwu.edu on or before the deadline for the semester. If you do not submit the Final Packet on time, you will receive a “No Pass” grade.
- Wait FOUR FULL businesses days (excluding weekends, holidays, or university closures) for a response.
- You will receive a confirmation email when your final packet has been reviewed and you have been given a grade. Professional Praxis will appear on your transcript as a 0 credit course, with a “Pass” or “No Pass” grade.

If you have any questions, contact us at gwseaspraxis@gwu.edu .

Dates, deadlines, and forms can be found at

<https://careers.seas.gwu.edu/gwu-seas-praxis/>

### **Important Reminders from SEAS Career Services:**

- Please make sure that you meet these requirements before applying for this program through this office. These requirements will be checked upon application.
- Remember, even if your internship spans multiple semesters, you must apply for each semester of Professional Praxis separately. You may find all application dates and deadlines on the SEAS Praxis Website
- Failure to submit your final packet at the end of the semester will result in a grade of NO PASS.
- Mark the deadlines on your calendar now! It'll save you time later.