International O’Neill Graduate Students: How to Register Your Internship

If you are completing your internship in the U.S., **DO NOT begin work** without obtaining work authorization.

Please be aware that working/interning without proper authorization is a violation of your legal status.

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: Secure an Internship!**
- For CPT authorization your internship needs to be integral to your O’Neill major field of study.

**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 and end date of your internship with the phrase “or date of authorization.” For example: “Start Date: 5/10/16 (or date of authorization).
  - 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 Internship on ONEILLCareers**
- Login to your ONEILL Careers Account as a Student
- Click on [Oneill Internship Paperwork](#) in the bottom right of the page under “Internship Information”
Step 4: Submit your Completed CPT Application to OIS through iStart here

- 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 - Senior Assistant Director of 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 5: Await communications from our office on the next steps.

- Allow 7-10 business days for processing. In the late spring, be aware that there may be a slight delay. If there is a time-sensitive matter, please contact the Career Hub.
- Once CPT is approved, you will receive directions and permission to enroll in the course. Class registration is a graduation and CPT authorization requirement.
- MPA/MSES students you may choose to register for 0-6 credit hours. If you choose 0 credits you will still need to go through the process of registering for the class and will still need to complete 120 hours.
- MAAA students must register for 3 credit hours.

Important Information

- Once your form has been submitted, the Career Hub will review the internship. If no further information is needed, you will receive an email stating that your internship status is “HOLDING.” Once your CPT has been approved, you will be granted permission to enroll. If permission is given to enroll, hours worked will not begin counting until internship has been approved!
- MPA/MSES/MSE students must complete 120 hours at their internship site to complete the requirement. Students may choose to register for 0-6 credits of V585/E589 (depending on the internship hours). The first 0-1 credit requires 120 hours, and each additional credit requires an additional 80 hours. All enrolled credits will be assessed for tuition.
- MAAA students must register for at least 3 credits of Y750, and complete 280 hours at their internship site to complete the requirement.
- The internship must be a professional and educational experience related to degree. If you are unsure if your internship qualifies, please contact Career Hub.
- You are required to submit one self-evaluation and one final employer evaluation (completed by your supervisor) through SkillSurvey. Your assigned instructor will send you more details on this requirement.
- An internship is not considered complete until all hours are completed and all documentation is submitted. Once your internship is complete, your grade will be changed.
- If you wish to utilize postgraduate work experience or military experience to fulfill your requirement, it is your responsibility to get this approved. You will need to discuss this with the Master’s Program Office.

O’Neill School Career Hub Office
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Website: oneillcareerhub.indiana.edu

Office of International Services
812-855-9086: ois@iu.edu