International Undergraduate Students: How to Register Your Internship

*If you are completing your internship in the U.S., DO NOT begin work without obtaining CPT (Curricular Practical Training) work authorization.

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

If you have any questions please contact the Career Hub 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 Consultant 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: Login to your ONEILL Careers Account as a Student here

Step 4: You’re in! Click on ONEill Internship Paperwork in the bottom right of the page under “Internship Information.”
Step 5: Click “Add New Experience”

Step 6: Fill out the form and click “Submit” when you are ready for us to review it!
If you do not know your supervisor yet, use the general HR contact (email the Career Hub when you have an updated contact that can serve as your direct supervisor).

- Keep in mind:
  - In order to be eligible to earn internship credit, you need to have passed V252/H267.
  - 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). All credits will be assessed for tuition.
  - Your internship needs to be a professional and educational experience. If you are unsure if your internship qualifies, contact the Career Hub.
  - Allow 7-10 business days for processing; if your internship successfully reviewed, you will receive permission via email to enroll in the appropriate course and section.

Step 8: 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 9 Enroll for V381/H466 (Not through Career Hub)

Once CPT is approved, the internship coordinator will send you directions and permission to enroll in 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 10: Complete the 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 (self and supervisor) 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 on the O’Neill 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.

O’Neill Career Hub
812-855-9639: careerhb@indiana.edu
Website: oneillcareerhub.indiana.edu

Office of the International Services (OIS)
812-855-9086: ois@iu.edu