Seven Steps to Internships for International Students
SBA Undergraduate Programs Career Services

These instructions are designed for students who will participate in Curricular Practical Training (CPT) with an F-1 visa*. Requirements for individual students can vary. It is essential to work closely with international student advisors. There are eight steps to beginning an internship for international students.

1. **Meet with your advisor in the Undergraduate Programs Office in SBA 240** regarding internship opportunities available through the School of Business. If you are an undergraduate student, sign up for CareerConnect at [www.pdx.edu/careers/careerconnect](http://www.pdx.edu/careers/careerconnect) to get information about Internships available to students in your major area of study. You must be a full time college student in the US for at least 9 months to be eligible for CPT. You must be SBA-admitted in order to earn academic credit, something that is required as part of CPT, and you will need a faculty sponsor to approve your credit(s).

2. **Meet with an International Student Advisor in the Office of International Student and Scholar Services (OISSS)** regarding issues specific to your student status and eligibility for internships. You will pick up a Curricular Practical Training Verification packet from the OISSS office, located in East Hall 101. Information is available online here [http://www.pdx.edu/international-students/f-1-curricular-practical-training-cpt](http://www.pdx.edu/international-students/f-1-curricular-practical-training-cpt).

3. **Identify internships in your area of interest and submit resumes and cover letters** to the addresses listed in the email posting. We encourage you to seek internships through other means as well. You are not limited to the internships posted though the Business Internship Program. **Be sure to attend a resume/ cover letter workshop and, if possible, to have your resume reviewed by a career counselor.** What is standard for a U.S. business resume may be very different from what is usual in your home country. Both PSU Advising & Career Services (USB 402) and the SBA (SBA 240) offer resume workshops and reviews.

4. **You must earn academic credit for your internship experience.** If you are volunteering in an unpaid position with a nonprofit organization, ask your international student advisor if you still need to apply for CPT.

**Earn Credit for Internship through Online Credit Course**

*Step 1:* Fill out the [Internship Intake and Eligibility Form](#).

*Step 2:* Behind the scenes, a faculty member will review the application and, if it qualifies for credit, will forward it to the Undergraduate Programs Office who will verify the student is eligible.

*Step 3:* You will be contacted on the outcome (approved or not approved). And, if approved, you can register online as usual. We currently offer this course as ACTG 404, FIN 404, MGMT 404, and ISQA 404 (1 credit or 4 credits, pass/no pass).

*Step 4:* [Online Internship (404) & Practicum (409) Course FAQs](#) (PDF)

**Requirements to take the Online Credit Course:**

- Have an internship secured
- Have a 2.5 GPA or higher
- Be enrolled in School of Business
- Be eligible to take 400-level courses

5. **Once you have accepted a placement,** **determine the number of hours you will work, the pay rate, dates of employment, and apply for the online course.** You can work part-time under CPT (up to 20 hours per week) for 9 months of the year, and up to full time during your "summer" term, which can be any term you choose so long as you only take one "summer" term every 12 months.
6. **Ask your employer to provide you with an “offer letter”**. This offer letter is required for the CPT authorization and should include the address and phone number of the company, the average number of hours you will be working each week, and a brief description of your job responsibilities. It should also include a start and end date. **All of your work must be within these dates.**

7. **Bring the offer letter, the Curricular Practical Training Advisor Verification Form and the internship course information to the Office of International Student and Scholar Services (OISSS).** Allow up to a week for the authorization to be processed. Authorization is in the form of an endorsement on your I-20. You must receive this authorization before your first day of work.

* Requirements for any other type of visa may vary. Students with dependent (H) visas may not take a paid internship, but may volunteer (take an unpaid position) with nonprofit employers and government agencies. Note that for-profit employers may not legally accept volunteer labor because they are subject to federal and state minimum wage laws.