

DOMESTIC STUDENT INTERNSHIP CHECKLIST

DATES AND TIMING

Does your internship meet the required start and end dates?

Dates for each semester can be found [on our website](#).

Does your internship meet the length requirements?

Internships must be 14 weeks at minimum for Fall and Spring semesters and 8 weeks at minimum for Summer semester.

Is this your first semester at GT?

Students must complete one semester in good academic standing (check with your advisor for the GPA criteria for the good standing) to intern. BS/MS students in 5-year programs may be granted an exception.

Are you graduating this semester?

Students cannot complete full-time internships during their graduating semester, except for those who have practicum courses. Part-time is possible.

ACADEMIC ELIGIBILITY

Have you uploaded the pdf of your signed advisor approval form?

A signed advisor approval is required for internship applications to show your good academic standing and eligibility to intern. The form instructions [are available online](#).

Are you going to be a GRA or GTA during your internship?

PhD and Thesis Based Master students who qualify, must fill out an additional permission form. Students may intern for either 6 or 7 hours and be a GRA/GTA for 13 or 14 hours no other configurations will be approved.

Is this your third consecutive semester interning full-time?

A letter from your advisor or department to support your third consecutive semester internship is required.

INFORMATION ABOUT YOUR INTERNSHIP

Does your offer letter include the street address of your internship, number of hours per week, and start and end dates of the internship?

Your offer letter must include all of the details above. Your offer letter can state "full-time" if you are interning for 32-40 hours per week. If your internship offer letter states "part-time", include a specific number of hours per week (example: "20").

Are you interning remotely?

If you are interning remotely, your internship offer letter must include your remote internship address in addition to your employer's company address.

If you have questions about your application, please email grad-internship@gatech.edu