

INTERNATIONAL 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 minimum** for Fall and Spring semesters and **8 weeks minimum** for Summer semester.

Is this your first semester at GT?

International students must complete two semesters 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 or students who completed their BS in the United States may be granted an exception.

Check [the OIE website for detailed information](#).

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.

VISA STATUS AND ACADEMIC ELIGIBILITY

Have you indicated your F-1 visa status in your Career Buzz internship application?

The graduate career development team will initiate your CPT application on your behalf. J-1 students can still apply for internship programs, but OIE will process [your Academic Training](#).

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 (ONLY for PhD and Thesis-based Master's students)?

PhD and Thesis-based Master's 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. [More information and the form are available online](#).

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.

Did you get your internship through a third-party agency/recruiter?

Please be sure to include this information on your application

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

Please note that OIE CPT processing times are available here: <https://iss.oie.gatech.edu/content/istart-e-form-processing-times>