

Personal Information

Name:

N#:

Are you on F-1 Visa? If yes, you must complete the Undergraduate CPT Application Packet

Section 1: Pre-Internship Checklist

Step 1: Eligibility Approval (Academic Advising)

To be eligible for an internship, your Academic Advisor must confirm that you have completed at least one academic semester at NSU (minimum of 12 NSU credits earned), maintaining a minimum 2.5 cumulative GPA

- Student meets GPA requirement (minimum 2.5 CUM GPA)
- Student meets NSU credit requirement (minimum 12 credits **completed at NSU** prior to internship start)

Academic Advisor (Print): _____

Academic Advisor (Signature): _____ Date: _____

Once signed by your Academic Advisor, bring this form to your ExEL Career Advisor to begin the process of finding and registering your ExEL Co-Curricular Internship.

Step 2: Internship Planning (Career Development)

Your ExEL Career Advisor is a resource to help you navigate the process of finding an internship. Meet with your ExEL Career Advisor to:

- Develop a strategic plan to identify internship opportunities of interest
- Create and review your resume, cover letter, and thank you letters for interviews
- Conduct a mock interview and interviewing etiquette preparation

Step 3: ExEL Unit Approval (Career Development)

Once you have accepted an internship offer, complete the following steps to initiate the ExEL Unit Approval Process:

1. Log in to [Handshake](#) and navigate to the Experiences section
2. Click on *Request an Experience*, and fill out the required information about your internship
3. Click *Request Experience*, and once the experience is created, click the *New Attachment* box to upload the following documents:
 - a. A copy of your job description, or a document listing your responsibilities/duties/projects as an intern
 - b. The offer letter from your internship site with the terms of the internship, including:
 - i. Supervisor's information (Name, Job Title, Phone and/or Email)
 - ii. Start Date/End Date
 - iii. Internship Location
 - iv. Work Hours Expected (Must be a total of at least 80 hours to qualify for ExEL units, but *no more than 20 hours per week during school semesters*)

Once all the required information is submitted, your ExEL Career Advisor will take steps to approve your internship experience, including verifying the company and supervisor for your internship experience, and reviewing the job description for appropriate level of hands-on work.

Once everything has been reviewed and verified, he or she will approve your internship experience and notify you that you are cleared to begin accumulating hours.

If you are on an F-1 Visa, your ExEL Career Advisor will also sign your CPT Application Packet at this time.