



# INTERNSHIP TIPS FOR INTERNATIONAL STUDENTS

## What is an internship?

An internship is a temporary, part-time or full-time (paid or unpaid) work experience during college that allows students to apply their academic knowledge while exploring their career field and making connections with people in that field. The work students do must relate to the major or minor in which they are seeking credit. About 25% of the Drury majors and minors require an internship.

*Students can get credit for internships done both in the United States and foreign countries, including their home country.*

## Special Circumstances for international students completing an internship in the United States.

**Social Security number:** United States citizens have a Social Security number assigned to them at birth that is used for tax purposes. Since income is taxed, employers will request a Social Security number during the application process before a student is hired for an internship.

International students can apply for a Social Security number, but you need a job offer first. Therefore, *you could seek a part-time, Drury campus job to obtain a Social Security number prior to the semester in which you plan to begin your internship search.* Drury will hire students who do not yet have one. See Drury's HR webpage at <http://www.drury.edu/hr/student-job-openings> for on-campus, part-time openings for students.

### Transportation

Since many international students do not have their own car, they are often limited to nearby locations for internships including on campus. Note: *On-campus jobs can be used to fulfill internship requirements, but the work being done must relate to your major/minor.*

### Internship sites

Career Planning and Development manages an online job board where internship opportunities are posted weekly. Use your student ID to access job and internship postings on **CCN** at: <https://www.collegecentral.com/drury/Student.cfm>.

Additionally, talk to your academic advisor or faculty members in your program for suggestions on where you might find internship opportunities near Drury University.

The City of Springfield offers a Diversity Internship that is customized to a student's major and is open to international students. City Hall is walking distance from Drury. You can find information on CCN.

### Language

International students have the added challenge of competing for internships with native speakers. You should begin sharpening your English language skills immediately upon entering Drury. Join clubs and take an on-campus job that will strengthen your English language skills.

### CPT (Curricular Practical Training)

In addition to the forms required by the Drury University, international students must submit a CPT for approval prior to beginning the internship. This is the last step in the internship process outlined below.

## What is the process to get internship credit?

1. If possible, obtain a Social Security number by working on Drury campus at least one semester before you begin looking for an internship (preferably your freshman or sophomore year). This will reduce barriers to finding an internship off campus.
2. Be sure you are eligible to seek credit by the time you register for your internship.
  - Completed 60 credit hours
  - Minimum of a 2.5 GPA
3. Create a résumé and cover letter to use in the internship search. See Career Planning and Development at <http://www.drury.edu/career/undergraduate> for information and tips on creating résumés and cover letters.
4. Find a faculty member in the major in which you are seeking credit to oversee your internship. They can guide you in your search and will need to approve your internship for credit.
5. Search for and secure an internship and job offer letter. (Begin the internship search at least one full semester/year before you wish to do it.) The hiring process can take a few months depending on the company/organization so start early. Employer deadlines for summer internship applications can be as early as November or as late as mid-March. The hiring process can be lengthy and employers are not always aware of college credit registration deadlines – which are firm.
6. All students complete the *Internship Learning Contract*. Depending on your major, you will have additional forms to complete for the registrar. All necessary forms are found on the Career Planning and Development website at <http://www.drury.edu/career/internshipinfo>.
7. Print and turn in all signed internship and registration forms to CP&D in Bay Hall 148 for final approval in order to register for credit by the [deadline](#). *Be sure to do this before leaving campus.*
8. Once you have an internship offer letter and have registered for credit, fill out CPT form with your advisor and then submit it to Heejung Cromley in International Support Services.  
*Note: If you are doing an internship on campus, you do not need a CPT.*

**For internship information including forms, processes and deadlines**

**see Career Planning and Development**

<http://www.drury.edu/career/internshipinfo>

If you have any questions after reviewing the above info, schedule an appointment with Lisa Tessier by calling 417.873.7284.