

INTERNSHIP POLICY

Prior to completing an internship, students should meet with their advising dean to determine if their degree program allows for internship credit, and if so, which program requirements it fulfills.

- M.B.A. students may receive internship course credit for a maximum of two internships. Regular tuition fees apply.
- M.S. students may receive internship course credit for a maximum of one internship if their degree program allows.
- M.S.F. degree program students may receive internship course credit for a maximum of two internships.

Internships for International Students

All international students wishing to complete an internship for credit must abide by the Curricular Practical Training (CPT) instructions provided by the Office for International Services (OIS). To apply for CPT, complete the **Gabelli School CPT Form** available on the graduate academic advising website, and your academic advisor will be in touch to confirm your application and submit it to OIS for processing.

You may not begin work before receiving authorization from OIS. Please expect and allow processing time of 1-2 business days for the Office of Graduate Advising to have your application prepared for OIS. Then expect and allow 7-10 business days for OIS to review and issue authorization; OIS will notify you when your new I-20 is processed and ready for pick-up or mailing. The start and end dates of your internship must be indicated in your employment offer letter, occur within the semester dates outlined in the academic calendar for the semester in which you will complete your internship, and allow the above stated time for processing. If your internship will take place over multiple academic semesters, you should prepare to resubmit your application in preparation for the consecutive semester for seamless continuation of your internship.

Should you have additional questions, please do not hesitate to reach out to your advising dean. Please note that if your application is underway with OIS and you have waited the appropriate 7-10 business days of processing time after your advising dean has sent your application to OIS to complete your request, you should direct your questions to ois@fordham.edu.