

NYU FRE Dept: Frequently Asked Questions & Process Overview

Registering for Internship Credit & Requesting Work Authorization

OPTIONS: What are my options for requesting credit for my internship?

- *Students may request to register in the internship course FRE-GY.7021: Either one time (for a total of 1.5 elective credits) –OR- two times (for a total of 3 credits), which could fulfill the capstone requirement.*
- In order to use internship credits as a capstone experience, students must use two internships (in TWO separate semesters), either with the same company or separate companies. Students must also complete a written report on each experience
 - 1 semester internship & written report [1.5 Credits] X 2 = Capstone Credit
 - **NOTE:** If a student interns one time with the intention of doing a 2nd internship in a later semester, but is unable to obtain a second internship or decides they no longer want to do a 2nd internship, the 1.5 credits used for the first internship will be used towards free elective credits. The student will then need to choose a different capstone experience (project, thesis, 3.00 credit special topics).

** Note: international visa students have a **3 credit maximum (two 1.5 credit internships) for CPT use** **

May I do an internship AND a separate capstone experience?

- Yes – you can use your internship credits as ELECTIVE credits, and do a separate capstone.

STEPS TO REQUEST INTERNSHIP CREDIT & CPT APPROVAL:

- **Step 1: Request FRE Internship Credit Approval / Permission Number:** The first step is requesting FRE Credit approval from Professor Agnes Tourin, who oversees the Capstone course. You will need to provide the details of the internship (including an offer letter with all internship details*). That request should be submitted here: [FRE Internship Credit Request Form](#)
 - o *Details required on the offer letter in order to be approved by the department: –Offer letter (on company letterhead) must include a job description, position title, # hours per week, start and end dates, name & contact info of manager, company and group name, pay rate & address at which the internship will take place. This should be signed (or e-signed) by the hiring manager or HR.
 - **Step 2: Obtain Permission Number** - Once approved by Prof Tourin, you will receive a **permission number** allowing you to register.
 - **Step 3: Submit CPT Request Form**[Students Requiring CPT] → You will need to complete your CPT application via the [CPT Electronic Request Form](#). Additional details on this process are available on the [NYU OGS website](#). This will be electronically reviewed for approval by the FRE Department capstone advisor, and finally, by OGS (Office of Global Services).
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- **DEADLINES: What are the deadlines for registering my internship in Albert? What about CPT? For Internship (Capstone or Elective) Credit:** Students will need to do this by the **add/drop deadline for the term** that they wish to intern. See the academic calendar for exact dates: <http://www.nyu.edu/registrar/calendars/university-academic-calendar.html>
 - **For CPT:** The OGS (Office of Global Services) website recommends that students should make the CPT request at least 10 business days before the start of the internship (which should be within the dates of that term). You **must first be registered for course credit** for your internship in order to get CPT. Students should refer to the **Office of Global Services regarding specific details for CPT** and contact the OGS directly with questions: <https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/curricular-practical-training.html>

When am I permitted to intern?

- International students on an F1 Visa may intern after the completion of 2 full-time semesters as a student in the U.S.
- Most students intern: the summer between 1st and 2nd year **and/or** Fall or Spring Semester of 2nd year.

For all students – updated June 2019

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- Note: The internship dates must fall within the semester dates in Albert.

What is the GPA minimum requirement to qualify for an internship

- Tandon requires that all graduate students must have a **grade point average (GPA) of at least 3.00**, as reflected on their academic transcript, in order to intern.

How many hours (and how many weeks) am I required to intern for?

- Internships dates must fall within the dates of the academic term and the number of hours worked should be at least 240 in total.
 - o Internships taking place over the summer may be done on a full-time or part-time basis and should have a minimum length of 8 weeks.
 - o Fall or spring term internships are normally part-time (up to 20 hrs/wk) and must take place over a period of at least 12 weeks.
- **Students interning in their final semester of study and taking only 3 credits in addition to the internship are eligible to work full-time (40 hr/wk) schedule.** Requests to work full-time will need to be vetted by the office of Graduate Academics to confirm that students are academically eligible to work full time.

Am I allowed to do an unpaid internship or volunteer work?

- Guidelines for unpaid internships and volunteer work are set forth by the government. If you are considering doing an unpaid internship or volunteer work, please be sure to read the guidelines **in detail** to ensure you are in compliance with these guidelines: <https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/unpaid-internships-and-volunteer-work.html>

As a student on a visa, do I NEED TO USE CPT to intern even if it is unpaid, part-time, etc?

- As a student on a visa, you need to use CPT in order to work (whether paid, unpaid, full-time, part-time, etc). As such, you'll need to use credits to do this.

AT THE END OF THE INTERNSHIP: What are the requirements for the internship report?

An **internship report** must be presented to the advisor at the completion of the internship (due on the final day of the term, via email). The report should explain:

- **which courses and topics in the MSFE program that the internship was related to**, and how they are related
- the tasks that were required of the student and the topics learned during the internship, both theoretical and practical
- main objective / goals of the internship
- obstacles / challenges encountered and how they were overcome
- technology and platforms used

More information on this can be found in the “capstone guidelines” overview, which is available in the student resources section of the FRE website.

More about the process for CPT, as well as information on OPT and other types of work authorization is available on the [NYU OGS Website](#).