

By applying to the internship program, you are opening the door to real-world experience that is invaluable when applying for jobs in your specific field. Employers are looking for graduates with on-the-job experience and an internship is one of the best ways to get that experience! The Experiential Learning Center is committed to providing opportunities for students to achieve real-world experience through internships, service learning, cooperative education, and student research.

- #1) Begin by attending a mandatory Work Clinic (Information Session) through the Office of International Affairs (OIA) located at 1380 Lawrence Street. Call 303.315.2230 for clinic dates and times. **The work clinic is mandatory for ALL international students wanting a PAID internship. International students with ONLY academic credit internships DO NOT need prior approval from the OIA.**
- #2) After you've completed the Work Clinic, request that OIA fax an Eligibility Form to the Experiential Learning Center (ELC).
  - **NOTE:** The faxed form is not CPT authorization - It alerts your Internship Advisor that you have F-1 status and have met immigration requirements and studied 2 semesters in the USA (verified by OIA prior to approving you for CPT).
- #3) All students seeking internships must make an appointment with their Experiential Learning Center Internship Advisor and attend the ELC Internship Orientation. (Call 303.556.6656 to schedule the appointment).
- #4) Prepare your resume. Have it reviewed by your Internship Advisor (Tivoli 260) or at the Career Center (Tivoli 267, Mon - Thurs 11am - 1pm, and 3pm - 5pm – no appointment needed).
- #5) Upload your cover letter and resume to *InternLink* (along with any other internship-specific requested documents)
- #6) After your ELC InternLink account has been activated, begin searching and interviewing for internships on *InternLink* [[www.ucdenver.edu/elc](http://www.ucdenver.edu/elc)]. You may also search for internships through companies and databases not listed on *InternLink* – your Internship Advisor can assist you with this process and provide you with additional resources.
- #7) **VERY IMPORTANT: Once you have been offered a job/internship: Request 2 things from your prospective employer:**
  - A Letter of Offer from employer/site supervisor (see sample/template on the next page of this document)
  - Have employer's site supervisor read and sign the Learning Agreement – be sure to discuss "Internship Description" and "Internship Learning Objectives" portions. Job duties include your daily tasks & duties as well as skills required; learning objectives are the expected learning outcomes that build on past coursework & deepen discipline-related knowledge. Learning objectives support both your long-term career goals and current academic requirements.
- #8) Make another appointment with your ELC Internship Advisor. Bring to that appointment **BOTH** the completed, *original* Letter of Offer as well as your completed Learning Agreement that is signed by all necessary parties. If everything is in order, your ELC Internship Advisor will provide the final signature and a CPT Recommendation form that will be emailed to the Office of International Affairs (copy student) located at 1380 Lawrence Street.
- #9) Internship Advisor will email to the Office of International Affairs the original Letter of Offer, the completed Learning Agreement, and the signed CPT Recommendation form (from your Internship Advisor). It takes 2-4 business days to issue your new I-20 form that shows your CPT authorization on page 3. Show page 3 to your employer as proof of final CPT authorization. **You are only allowed to work within the dates listed on page 3 of your I-20 and may work ONLY for that specific employer. Pay careful attention to those dates. CPT is only authorized for ONE semester at a time.**

**NOTE:** Your CPT is *valid ONLY during the semester listed on your I-20. If you want to continue paid employment, OIA requires that you renew your CPT paperwork each semester by turning in proper documents. It takes 2-4 business days after your I-20 request to be issued a new I-20.* After the first internship ends, students need to reapply for CPT authorization each term from OIA by working with their Experiential Learning Center Internship Advisor who will email the following completed documents to the OIA (and copy student):

- Original Letter of Offer from the employer/organization showing dates they want CPT/will be working
- Signed CPT Recommendation Form from student's Internship Advisor at the Experiential Learning Center – Tivoli 260
- Completed and signed Learning Agreement

**COMPANY LETTERHEAD with Address – ORIGINALS ONLY – NO COPIES**

**LETTER OF OFFER TEMPLATE**

**DATE: Month, Day, Year**

**Intern's Full Legal Name**

**Intern's Full Address**

RE: Part-time or Full-time **POSITION TITLE/NAME** Internship Position

Dear Mr. / Ms. **Intern's Full Legal Name Here**

**Organization/Company name** is pleased to offer you the **Part/Full time** position of **Position Title** at **actual place where intern will be located** beginning **1<sup>st</sup> working date and ending on end of college term date**. Your salary will be **\$XX.XX** per hour and will require you to work **X** hours per week between the hours of **XX** and **XX**, **Monday - Friday**.

The duties of this position will include: **(include detailed job description with specific field of study-related duties here)**. Your internship site supervisor/mentor will be **Name of the person who will supervise and evaluate the intern at the end of the term here)**. **His/her** contact information is: **LIST the site supervisor/mentor's email and phone number here**.

If you need additional information, please feel free to call \_\_\_\_\_ or Human Resources and we will be glad to assist.

Sincerely,

**Original Signature of Company Representative**

**Company Representative's Name**

**Company Representative's Title**

**Contact Information**