



University of  
New Haven

POMPEA  
COLLEGE OF BUSINESS

# POMPEA COLLEGE OF BUSINESS INTERNSHIP GUIDE

# INTERNSHIP



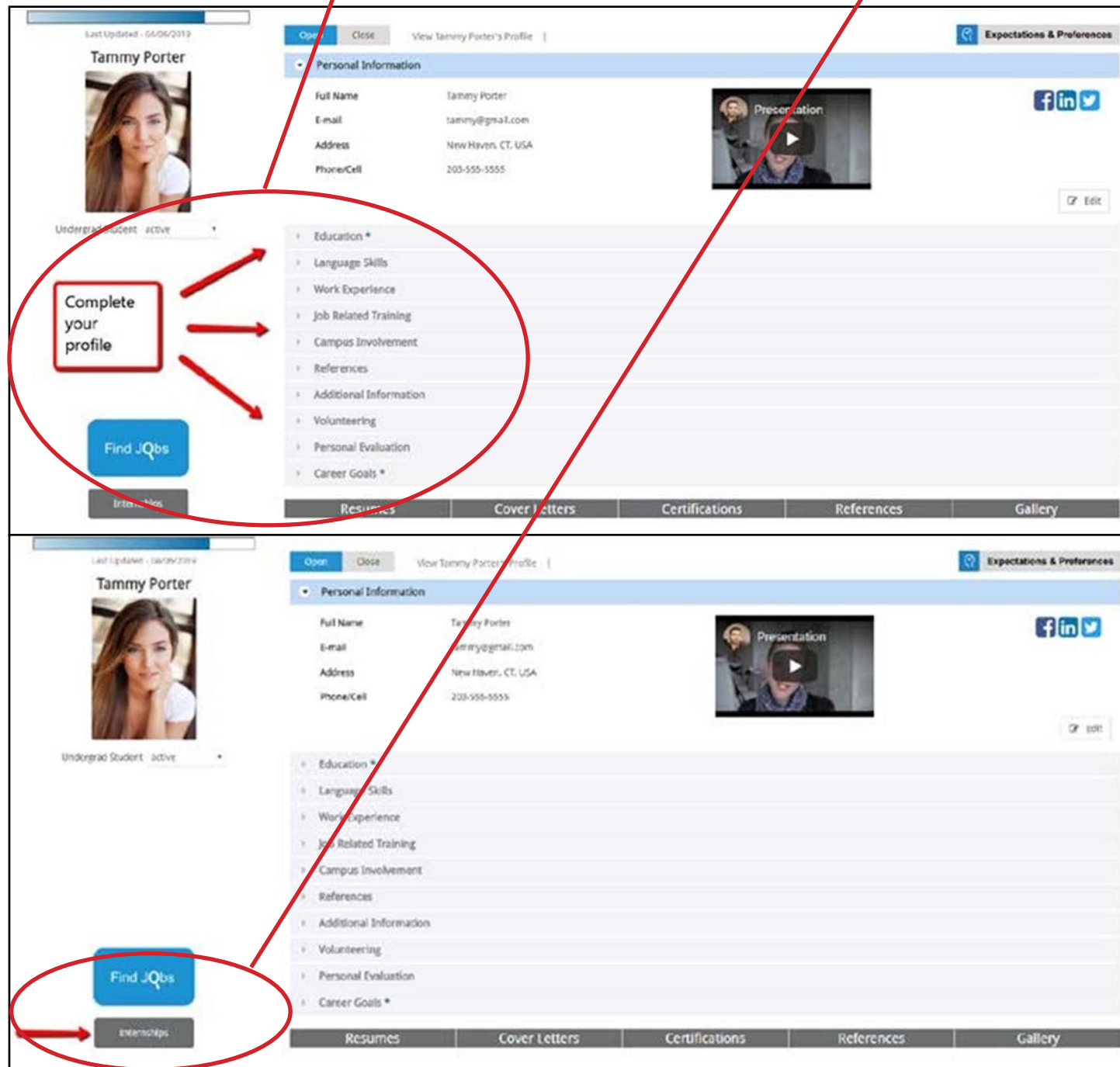
**Step 1:** How to find an internship?

**Log into ChargerLink:**  
**myCharger > Student Resources > Career Development Center icon > Login**

Follow instructions to begin building your profile

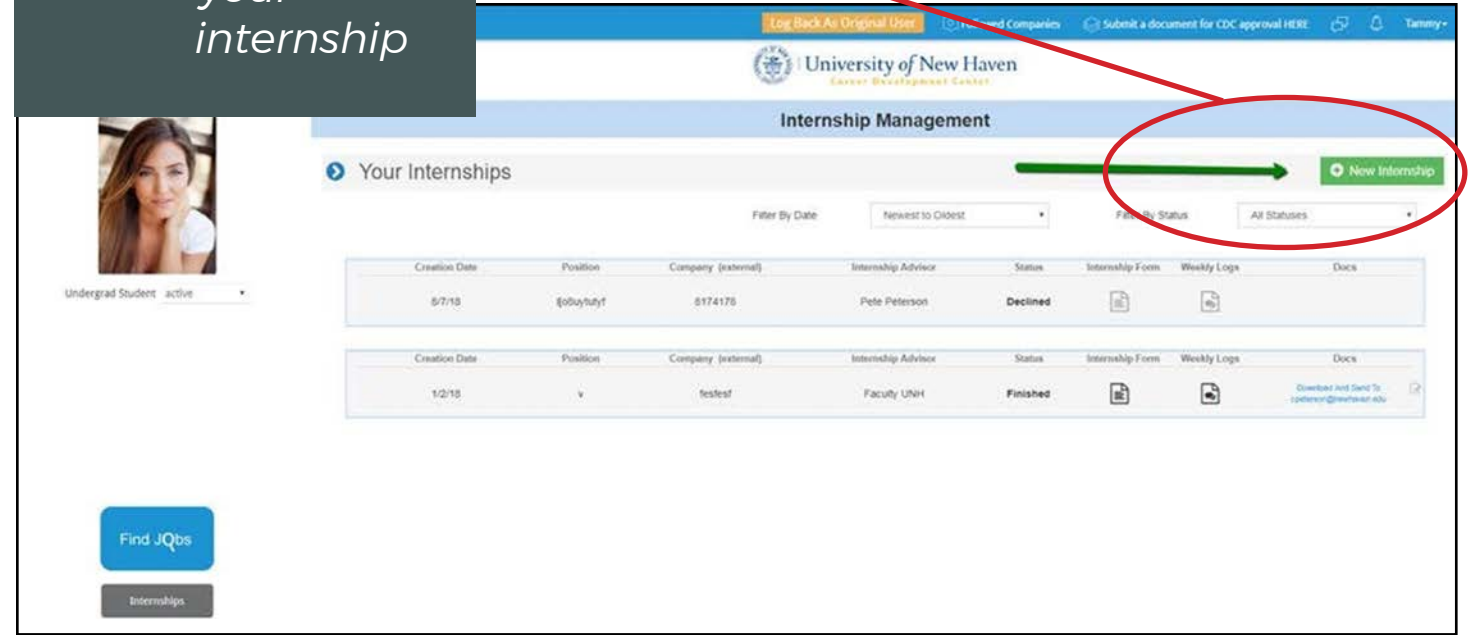
The system is based on an advanced algorithm that searches student profiles to find the best matches for your job/internship search. Employers can also search for students, **so it is in your best interest to fully complete the career profile.** For the purpose of registering your internship, you can come back to the profile at any point and move directly to registering your internship.

**Click 'Internships' to get started**



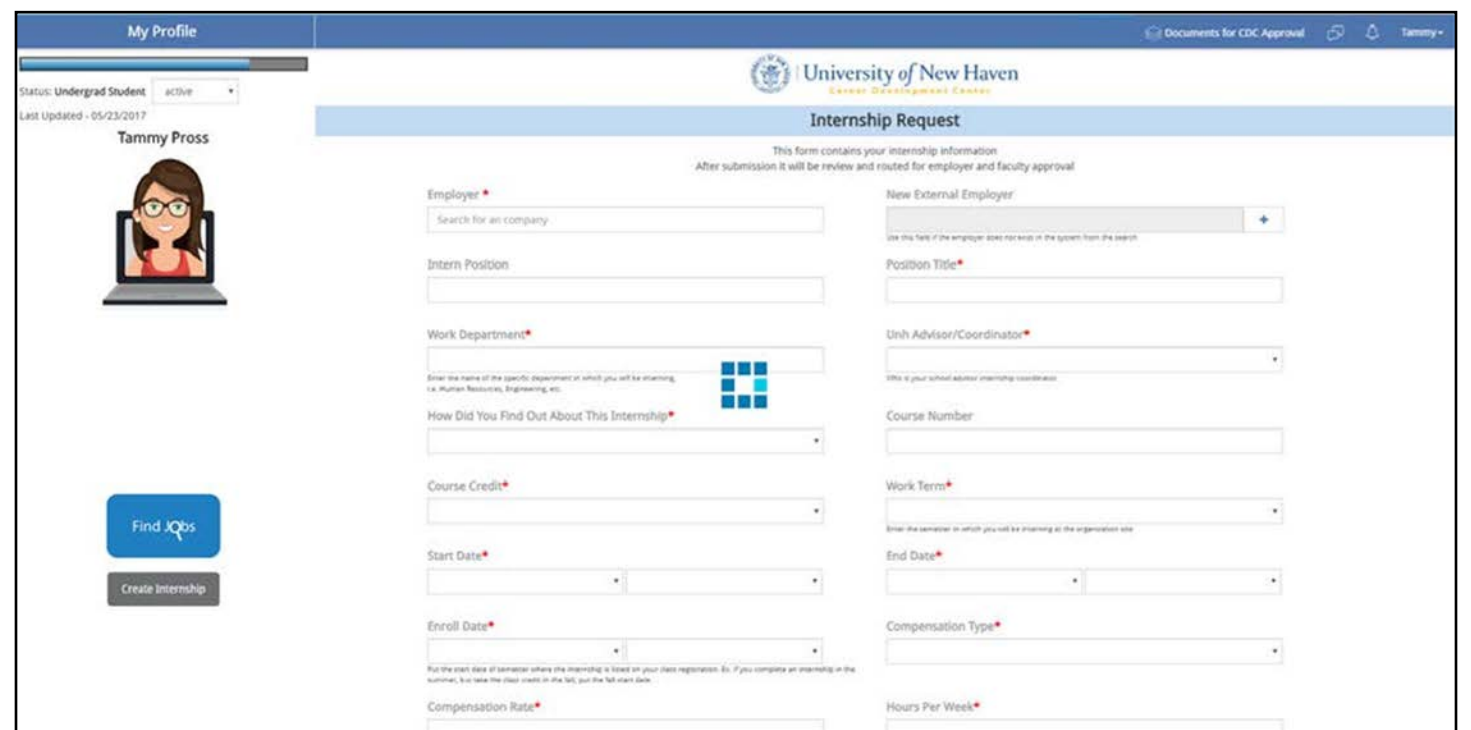
**Step 2:** Submitting your internship

**Click 'New Internship'**



**Complete form by filling in the blanks**

- Start by searching to see if your employer is already in the system; if not, click the + sign next to 'New External Employer' and add your internship employer
- Be sure to add a detailed job description for your internship – this will allow your faculty advisor to review and confirm the opportunity meets academic credit and/or program requirements
- You may add attachments, if needed – job descriptions, confidentiality agreements, etc.



## Step 2: Submitting your internship (continued)

- **Position Title** is your title at the internship (i.e., Marketing Intern). If your title is just 'Intern', that is fine.
- **Faculty Advisor** this one is very important. You must add the faculty member who will be in the instructor for the internship course. **This is needed for registration so if you do not know, stop now, and find out.** For some programs it is the same as your academic advisor while other programs have designated internship advisors.
- **Course Number:** This is the course to register the internship into Banner. There is a drop-down box of options. **If you don't know, stop now, and find out.** If you do not need to register for academic credit, select 'No Registration'.
- **Course Credit:** Very important - **If you don't know, stop now, and find out.** You can't just put whatever you want - each course has a specified number of credits attached to it so ask your advisor. If you do not need credit, select 'No Credit'. Zero (0) credit is different than 'No Credit'.
- **Work Term:** This is the semester in which you are interning. If you are interning in the Fall select Fall, if in Summer select Summer, etc.
- **Enroll Term:** This is the term in which you want to enroll the course. Normally it is the same as the Work Term. By policy we allow students to do an internship in the Summer but enroll the course in the following Fall. So, you would put Summer for the Work Term and Fall for the Enroll Term.  
**IMPORTANT NOTE:** *Enroll term/work term. The University of New Haven can only authorize CPT when the enroll term AND the work term are one and the same. The transcript evidence MUST match the dates on the I-20. For this same reason, UNH cannot use the INC as a way to extend CPT, since the transcript evidence wouldn't line up after the grade is posted.*
- **Compensation Type and Rate:** These are here to protect your interest. If you are getting paid, fill out the info. Once your employer approves, they are agreeing to the pay information and the University can support you if the employer tries to change anything.
- The next few boxes are the employer information at the internship site: Complete this information as stated - the Site SupervUISr is your internship boss' name, and then their contact info.

## Step 2: Submitting your internship (continued)

- Enter a complete and detailed job description: This is what faculty use to discern if the internship is worthy of academic credit. They will decline your internship if they can't determine what you will be doing. Don't just add a job description attachment - cut and paste it into this box.

**Attachments:** Add any other information you need to add, such as the Job Offer letter, etc.

### Click 'Submit'

Your internship is now registered, and approval emails will be routed to your internship supervUISr at your internship site, and to your faculty advisor.

You can follow the approval process via the notification's icon in the top right corner of your screen after login.

Registration is not immediate after hitting submit. It must go through the approval process stated above. This normally takes 2-3 days to complete but can be faster or slower.

## Step 3: Internship Follow-Up

### Entering Internship Reflection Assignments (Weekly Reports)

Once your faculty advisor has approved your internship, you can submit your assigned reports right into the system **if directed by your faculty advisor. If not, you are finished with internship documentation.**

- Return to the same place you went to originally document your internship:
  - Select "Add New Report"
  - Write in the comment box, and enter the number of work hours for the week
  - Click Save Report, and come back as assigned to enter additional reports

### Finishing the Internship

Once you have completed your internship work hours and assignments, click 'Finish Weekly Logs' and the internship process is completed in the system.

Your advisor may have additional assignments.

## INTERNATIONAL STUDENTS ONLY

### UIS Guidelines: HOW TO GET CPT AUTHORIZATION ON YOUR I-20:

1. Submit the internship form in ChargerLink and enroll in the corresponding course for the term in which you want to do the internship. Your academic advisor will approve the internship in ChargerLink.
2. Upload a pdf of the approved ChargerLink form and a copy of the offer letter to the UIS CPT Request Form. UIS will issue an I-20 with the CPT authorization on page two.  
**IMPORTANT NOTE:** The ChargerLink process DOES NOT automatically trigger a CPT authorization. You must submit the CPT request as an additional step.
3. If you don't already have a Social Security Number (SSN), follow the instructions on [www.ssa.gov](http://www.ssa.gov) to apply for an SSN. You will need the CPT I-20 and a FT status letter from UIS along with the offer letter.
4. You need the CPT I-20 and the SSN (or receipt of having filed for the SSN) to begin working. Plan your start date accordingly.

For any questions, contact UIS: [uis@newhaven.edu](mailto:uis@newhaven.edu).

### **You must have CPT authorization added to your I-20 prior to beginning work:**

#### Steps:

1. After your academic advisor approves your internship, the Internship Form PDF will appear under the Internships tab in ChargerLink. Download the Internship Form from ChargerLink.
2. You must request the CPT authorization be added to your I-20. Submit the downloaded Internship Form, and your offer letter to the UIS using the CPT Request Form. Upload the required documents to the e-form and submit your request at least 2 weeks in advance of the start of your internship to assure a timely response.
3. The UIS will process your request and issue you a new I-20 with CPT authorization based on the employer information and specific dates of employment indicated in the job offer letter. You must have this I-20 before you begin working or apply for a Social Security Number.

## INTERNATIONAL STUDENTS ONLY

4. If the internship position is paid, you will need to apply for a Social Security Number once you've been issued your CPT I-20 if you do not already have an SSN. The UIS can provide a letter confirming full-time student status to help you with the SSN application. Find out more about the SSN at [www.ssa.gov](http://www.ssa.gov).

### **After these steps are complete, continue with step 3 of the guide on page 5!**

#### Restrictions:

- CPT must be part-time (20 hours or less per week) during the fall and spring terms. CPT can be full-time (more than 20 hours per week) during the summer session. However, please note that full-time CPT will be scrutinized by USCIS and may affect OPT, STEM OPT, and any future H1-B application.
- CPT is only allowed within the dates of the term that a student is enrolled in the internship course.
- CPT employment is employer and location specific. If the student decides to change their employer, the student must obtain a new job offer letter and a new authorization in SEVIS. CPT is not transferable from one job to the next.
- CPT is also required for internships that involve on-campus positions or research.
- CPT authorization is needed for an internship whether it is a paid position or not.
- CPT is also required for internships that involve on-campus positions or research
- During the regular semester, to be counted as on-ground credits, an internship must be on site and within a reasonable commute of approx. 100 miles of campus. Summer internships can be more flexible.
- UIS does not recommend enrolling only in an internship course in the last semester even if it is on-ground. USCIS will scrutinize all CPT and may deny OPT if the student was not actually on campus studying in their final semester.

For any questions, contact UIS: [uis@newhaven.edu](mailto:uis@newhaven.edu).

## **Curricular Practical Training Form (CPT)**

### **MyCharger International Employment Information**

#### **Eligibility:**

- To be eligible to apply for CPT, an undergraduate student must have been at the University for one full academic year (2 semesters). Graduate students may be eligible as soon as their second semester.
- Students must not be on academic probation.
- Students must be enrolled in a full course load (including the internship course) (9 credits for graduate students of which 6 credits must be on-ground, 12 credits for undergraduate students of which 9 credits must be on-ground). A remote internship is considered a remote course and does not count as on-ground credits.
- Students must not be on academic probation or have unresolved INCs.

#### **Application Process:**

1. Obtain a job offer letter from the employer for whom you will be working. The employer must be willing to employ an F-1 student on CPT. The offer letter must be printed on company letterhead and include the following information:
  - Name of Company
  - Mailing Address of Company
  - Start and End Dates (within the dates of the term)
  - Number of hours per week
  - Job title and description of role
2. Speak with your academic advisor, who must confirm that the opportunity will meet the requirements to get the credits needed for your academic program. You must have permission from your academic department to enroll in the internship course during the term you plan to complete the internship, because the credits must show on your transcript.
3. Follow the steps in the College of Business internship Guide



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