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Please go through this checklist before you submit your form

- Have a cumulative GPA of 3.0 or above (I E).
- Take the mandatory CPT online orientation in Blackboard (under organization) and Comevo online module @ <http://onlineorientation.net/stuart-iit/126>.
- Apply for an internship that is related to my major field of study.
- My internship is for one semester and I understand that I am allowed to switch employers before my semester ends.
- I understand that I can intern part-time (20 hours or less) or full time (more than 20 hours) during the academic year including summer,

Int'l Center Approved	_____
Date	_____
Signature	_____
119	_____

**AD I I E H I A H I A I
EC E D A I F
F I E H I**

I. DE :

Last Name _____ First Name _____ Nickname _____

Illinois Tech Student ID # _____ SEVIS ID (*For International students only*) _____

Degree Sought: MBA MBA Bus Analytics MSF MAX EMS MTE MS-MSC PhD BS

Telephone: _____ Email: _____

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Position Title: _____

From (mm/dd/yy): ____ / ____ / ____ To (mm/dd/yy): ____ / ____ / ____

CMC Initial Here: _____

Number of hours per week (please check one):
 Full-time (more than 20 hours/week) OR Part-time for _____ hours per week (indicate # of hours)

Expected completion date of all degree requirements (month/year): _____

Have you registered for at least one on-campus course during this semester? Yes No
 (Applicable only for Fall/Spring semesters)

How did you hear about this position? _____

Residency status: US citizen Permanent resident F-1 Visa J-1 Visa Other (specify) _____

II. ACADE IC AD I :

GPA is above 3.0

Yes

No

To assist in research, which will be incorporated into a final thesis/dissertation.

To enhance current coursework with practical application.

To fulfill program/course requirements. Mention course: _____

Position Responsibilities: _____

Please email the answers to these questions to your academic advisor

Provide a detailed summary of the position description and job responsibilities.

Which academic courses have prepared you for this employment opportunity? Provide detailed explanation for each course.

Explain how this employment opportunity will be essential to your current and/or future coursework.

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C . I 60661 F
: 312-906-6555/6542
F : 312-906-6511

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Please print legibly

Company

Internship Work-site Supervisor Name Position Title

Company Mailing Address

City State Zip code

A

City State Zip code

Phone Fax

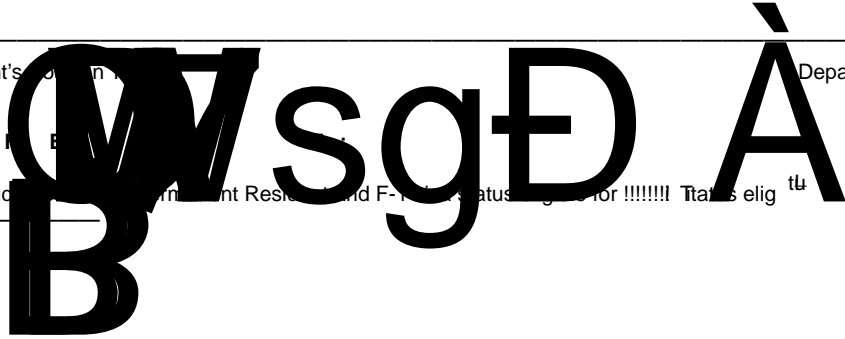
Supervisor's email Company web page

Student's Name

Student's Department (if applicable)

BE

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This is an agreement which, when signed, demonstrates the employer's understanding of the Illinois Institute of Technology, Stuart School of Business Internship Program policies:

1. ***(For International students only)*** Admission of students to the Curricular Practical Training (CPT) Internship Program is the responsibility of the Stuart School of Business of the Illinois Institute of Technology. The employer hiring a student within this program
B , including
but not limited to work location, salary, evaluations, and changes in schedule.
2. ***(For International students only)*** ***Students may begin employment only after they have been authorized for INTERNSHIP by the Stuart School of Business, Career Management Center and Illinois Tech's International Center. This authorization can be verified on page three (3) of the student's I-20. CPT authorization is valid for only one term. INTERNSHIP work authorization for additional work terms must be approved before the start of each academic term.***
3. I are for one academic term with one employer. International students in internships work in the internship on a part time basis (20 hours or less) or full time (more than 20 hours) during the academic year.

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: _____
 Last First Nickname

ID# _____ G A: _____

D : MBA MBA Bus Analytics MSF MAX EMS MTE MS-MSC PhD BS

C : _____ : _____

: _____

A A : _____ (fill one): Fall _____ Spring _____
 Summer _____
 (circle one): P/T F/T

I D : _____ E D : _____

C #: _____ : _____ C #: _____

A (circle one): UG 6 credits 12 credits 0 credits
 G 4.5 credits 9.0 credits 0 credits

Helen Ezenwa, Executive Director, Career Management Center _____ Date
 Shahzad Hussain, Senior Associate Director, Career Management Center

A permit has been entered for internship registration.
Please go online and register for your internship.

International students only:
You must register for the internship before visiting the International Center.

HE I E A I A CE E I A I-20 IF HE I E HI EGI A I
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Student Signature _____ Date _____