



ENGR 7900: Graduate Internship

About the Course

The Graduate Internship course (ENGR 7900) provides students with an opportunity to earn academic credit while completing an internship directly related to their engineering graduate degree program.

Eligibility Requirements

To enroll in the ENGR 7900 Graduate Internship, students are required to:

- Be enrolled in one of the Engineering graduate degree programs
- Have a confirmed offer of employment for an internship role related to their degree
- Have a minimum of 1 semester (M.S. students) or 2 semesters (Ph.D. students) completed in the graduate program
- For international students: must have received Curricular Practical Training (CPT) approval from UGA Immigration Services. Please visit UGA Immigration Services website for more information:

<https://globalengagement.uga.edu/immigration/international-students/current-international-students/employment/>

How to Enroll

1. Discuss with your Major Professor and/or Graduate Coordinator

- It is important to communicate with your Major Professor (for thesis students) and/or Graduate Coordinator (for both thesis and non-thesis students) regarding the internship opportunity. The student, Major Professor, and Graduate Coordinator should discuss and understand how the internship may affect and/or benefit the student's research and academic progress. They should reach an agreement regarding timeline of the internship as well as expectations on research and academic progress.

2. Notify your Graduate Program Administrator

- Students should email their Graduate Program Administrator about their intention of registering for ENGR 7900 Graduate Internship.

3. For international students: Contact UGA Immigration Services

- Students are encouraged to start a conversation with UGA immigration services as early as they can once they are considering graduate internship opportunity (at least 2 weeks before the ENGR 7900 registration deadline). They do not need to wait until an offer letter is received to start the conversation.
- It is important for the students to understand the different internship and immigration requirements and guidelines for each academic terms.
- Their Immigration Service (IS) advisor contact can be found at:
<https://globalengagement.uga.edu/immigration/advising/> . Please click "IS Advisors for Students" to identify your IS advisor, then go to the "Book an Appointment with Your Advisor" to make an appointment.

4. Receive an internship offer

- Enrollment in the ENGR 7900 Graduate Internship requires that a student already have an offer of employment for an internship position at the time of registration.

5. For international students: Contact UGA Immigration Services to seek for CPT approval

- International students must receive the CPT approval before the start of their internship program.
- The approval process usually takes 5 business days.

6. Submit required documents and register for ENGR 7900

- Email your Graduate Program Administrator the following materials by the end of the **first** day of drop/add for the semester.
 - Offer letter
 - Signed approval letter from Major Professor and/or Graduate Coordinator (Letter template can be found here: <https://engineering.uga.edu/students/graduate/engr-7900/>)
 - CPT approval (for international students)
- Register for ENGR 7900 Graduate Internship

Deadline

Student must be registered for ENGR 7900 by the **third** day of drop/add for the semester in which you are completing your internship. View the [UGA Academic Calendar](#). Credit will not be given retroactively for internships already completed.

Course requirement

Please read the ENGR 7900 Graduate Internship Guidelines for details. Guidelines can be found at:

<https://engineering.uga.edu/students/graduate/engr-7900/>