

## 299 Zero-Credit Internship Registration Form *Exhibit B*

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major: \_\_\_\_\_ Internship Semester: \_\_\_\_\_ Course: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

### **I. Academic Information** (To be completed by Professional Advisor)

According to Liberty University policy, students must: have at least a 2.00 GPA; declared COMS major; have sophomore status, completed 6 credits in major/discipline; and not more than one GNED/CSER behind in order to register for a zero-credit internship.

GPA: \_\_\_\_\_ Number of Credits Total: \_\_\_\_\_ Number of Credits in Major: \_\_\_\_\_

Courses Taken within your Major/Discipline: \_\_\_\_\_

Number of full-time semesters: \_\_\_\_\_ Number of GNED/CSER courses passed: \_\_\_\_\_

Professional Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

(By signing you are verifying that the student meets the requirements set by the university and the department for registering for an internship.)

### **II. International Student Approval**

Are you in the U.S. on an F-1 student visa? \_\_\_\_\_ yes \_\_\_\_\_ no (If yes, you must have the International Student Office signature pre-approving this internship, regardless of location, duration, or salary for the internship.)

Students on an F-1 student visa seeking an internship in the U.S. are **required to have Curricular Practical Training (CPT) work authorization listed on the third page of their I-20 prior to starting work** and/or training for work. Please speak with the International Student Office for pre-approval. Once the internship has final approval from Liberty University, you are eligible for CPT authorization and will need to go back to your FSA a second time to have your I-20 updated. **You may not start work on your internship unless the employment has been added to your I-20 document.**

International Student Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **III. Final Signatures** (Obtain in numerical order)

1. \_\_\_\_\_  
Student Date

2. \_\_\_\_\_  
Office of Student Conduct Date

3. \_\_\_\_\_  
Faculty Intern Advisor Date

4. \_\_\_\_\_  
Registrar's Office Date