

# Internship Fact Sheet:

## International Business Students

The following are the steps needed to obtain an internship for international students.

### Application Procedure:

1. Find a job/internship related to your major.
2. Meet with the Career Center to learn about the requirements and registration process for the 299 internship. (For 499 internships, you will need to meet with your Faculty Intern Advisor in your department.) **NOTE: Student must have maintained F1 status for at least 2 semesters prior to applying for an internship.**
3. Complete the Internship Agreement Form received from Career Center and then ask your CASAS advisor to complete this form with you.
4. Then bring your completed CTP form and your Internship Agreement Form to your Foreign Student Advisor for approval and work papers.
5. Your Foreign Student Advisor will prepare a new SEVIS I-20 with the CPT endorsement on the employment page. This endorsement serves as your authorization for the dates listed.

#### \*Foreign Student Advisor (FSA):

Located in the International Student Center

8:00am-5:00pm M-F

DH 2003

To schedule an appointment with FSA click here: [intlstucenter@liberty.edu](mailto:intlstucenter@liberty.edu)

#### \*CASAS:

8:00am-5:00pm M-F

DH 2016

[casas@liberty.edu](mailto:casas@liberty.edu)

Resident: 434.592.4110

Online: 800.424.9595

#### \*Career Center:

8:00am-5:00pm M-F

DH 1007

[careers@liberty.edu](mailto:careers@liberty.edu)

To schedule an appointment with Career Center Advisor click here:

[www.liberty.edu/index.cfm?PID=23353](http://www.liberty.edu/index.cfm?PID=23353)