

**Liberty University**  
**School of Business**  
**International Student Internship FAQs**

Please review all the information below and if you have any additional questions please email [RESBUSIntern@liberty.edu](mailto:RESBUSIntern@liberty.edu).

**Q: Can I receive financial compensation from my Internship site?**

Yes, you can be paid by your internship site.

**Q: What are the prerequisites/enrollment requirements for my Internship?**

BUSI 299

- Current valid F1 status
- Completed one full academic year on campus under an F1 status
- Offer letter from Internship site
- Completed Handshake Experience application for your desired Internship site.

**Q: How many “work hours” are required for my Internship?**

- For Fall and Spring semesters:
  - Part-time work (up to 20 hours a week maximum)
- For Summer semesters:
  - Full-time work (more than 20 hours a week)

**Q: Do the Internship hours have to take place during the semester I am enrolled in the Internship Course?**

Yes. All Internship hours must be earned during the semester you are enrolled in the course. By law, no hours worked prior to the start of your enrolled semester can be counted.

**Q: Am I required to enroll in the Internship course before the semester begins?**

Yes. All students must complete the approval process and register for their required Internship course before the semester begins. As the Internship course is just like any other course, the Registrar will not allow students to be added into the course once the semester begins.

**Q: How many credit hours is the Internship Course?**

The BUSI 299 Internship course is a **0 credit hour** course.

**Q: What is Curricular Practical Training (CPT) and what do I need to do to get approval?**

Curricular Practical Training (CPT) provides students with the authorization to complete their internship or practicum while studying at Liberty University. All internships/practicums must receive authorization regardless if the experience is paid or unpaid, on-campus or off-campus.

<https://www.liberty.edu/international-student-center/curricular-practical-training/>

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**Q: What will my Internship course look like?**

Each Internship course will have weekly assignments such as:

- Log Sheet Submissions
- Supervisor Evaluation Form

No attendance is required for any Internship course. All work in the Internship course is completed in the online format via Canvas. The course syllabus will provide additional details.

**Q: Do I have to pay tuition for the Internship Course?**

No, however, there is a course fee of \$225.

**Q: What type of organizations can I complete my Internship with?**

Many organizations will suffice, but your Internship site must match the outcomes of your selected major. For example, if you are a Computer Science major you cannot complete your Internship as a baseball coach. Your Internship must add to the educational degree program in which you are enrolled. If you need assistance locating an Internship, the Career Center offers several helpful tools such as Internship Search Engines: [www.liberty.edu/career-services/internships/](http://www.liberty.edu/career-services/internships/).

**Q: Am I able to do an internship on campus?**

Yes. You may do your internship on or off campus. Your internship can be anywhere in the United States.

**Q: Do I have to set up a Handshake account?**

Yes. In order to apply for internship approval (and eventual course registration), you must visit [www.liberty.edu/business/internship-program/](http://www.liberty.edu/business/internship-program/), set-up a Handshake account, and create an "Experience". An experience is working with an organization in your area of study completing tasks and fulfilling responsibilities related to your degree.

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**Q: What do the various statuses mean on my Handshake Experience request?**

Pending = The Internship Team is still reviewing and verifying the information in the student's Handshake Experience.

Being Approved = The Internship Team has given preliminary approval and is waiting for the student's Site Supervisor to verify/approve the Handshake Experience.

Approved = The Internship Team has fully approved the student's Handshake Experience request.

Needs Review = The Site Supervisor did not verify/approve the student's Handshake Experience within the allotted timeframe. At that point, the application is considered rejected.

Declined = The student's application has been rejected by the Internship Team. This could be due to not meeting the required prerequisites or missing information on the application. The reasons for the denial will be posted under the comments section on their application.

**Q: My Handshake Experience has a status of "Approved," but I still can't register for my selected Internship course. Why?**

All internship courses are closed courses, meaning students cannot register themselves at any time. Once the student's application is approved, the Internship Coordinator will notify the Registrar to enroll the student in the selected internship course.

**Q: How long does it take the Registrar to add me into the Internship Course once I receive approval and the Internship Coordinator sends a registration request?**

The times can vary, however, in general, it takes between 2-6 business days.

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**Q: How do I request an Internship in Handshake?**

**How to Request an Internship– Handshake**

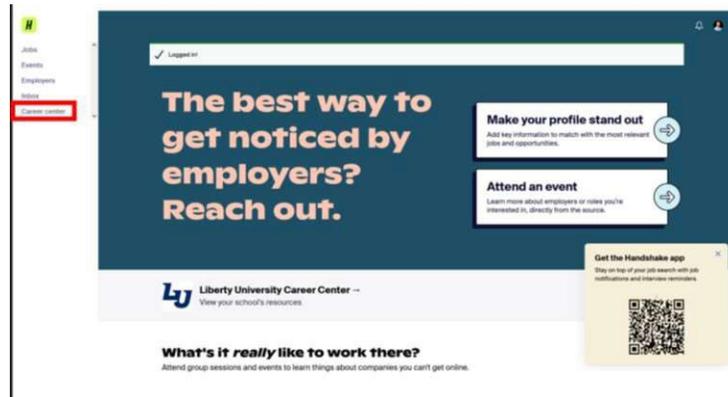
Make sure you have touched base with your Faculty Internship Advisor before beginning this process – if you have not done so you can email RESBUSIntern@liberty.edu

**Step 1: Sign into your Handshake account.**

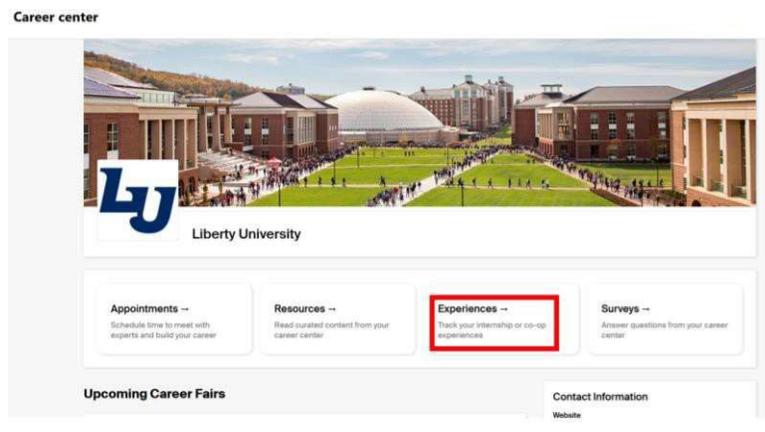
<https://liberty.joinhandshake.com/>

*(\*If you have never signed in before, no problem! You have an account, you just need to claim it. Handshake will ask you some questions to get you started, but then you are good to go).*

**Step 2: Go to “Career Center” on the left hand side.**

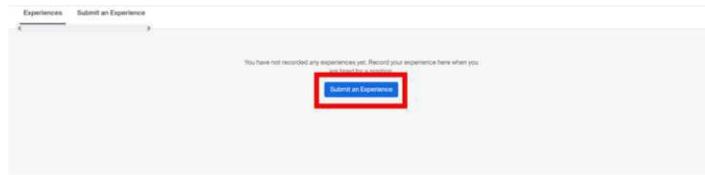


**Step 3: Click on the “Experiences” link.**

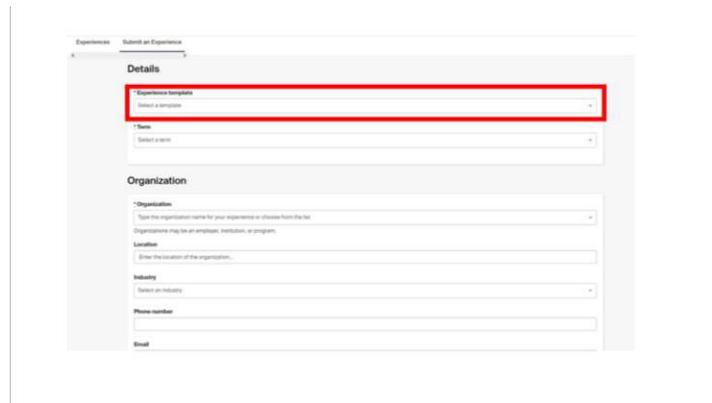


Liberty University  
School of Business  
International Student Internship FAQs

**Step 4:** Click on “Submit an Experience”.



**Step 5:** Click on the “Experience Template” drop-down menu and select the correct application. You will select the template for the BUSI 299 internship course.



**Step 6:** Fill out the application and submit.