Graduate Internship Course Registration Procedures

Registration deadline dates for all Graduate Internship Courses (BUS 9801/9802/9803/9804) are October 31 for the fall semester, March 31 for the spring semester, and July 31 for the summer semester. Please note the registration deadline to add/drop courses is different from the dates mentioned above. Students may take up to four 1-credit internships (BUS 9801, 9802, 9803, 9804), but not more than 1 credit of internship per semester. (Please note that credit for BUS 9804 may not be counted toward a degree.)

International students who obtain an internship must register for the course and receive approval from the International Student Service Center (ISSC) prior to the internship start date.

How to Register:

1. Receive an internship offer from an employer. If you must receive approval for credit to be able to do the internship, do not accept the internship offer until you have the necessary approval.

2. Obtain a written statement of the internship offer from your employer. The letter must be on official company letterhead and designate your job title, salary, responsibilities, hours, and start and end dates. For international students, the start and end dates must coincide with the academic semester in which the internship course will be taken.

3. Obtain all Graduate Internship Course paperwork from the Graduate Career Management Center (GCMC) by going to our web site (http://zicklin.baruch.cuny.edu/careers/students/jobs-internships/internships) or stopping by the Center.

4. Complete Form 1 (“Graduate Internship Registration Form”), sign it, and ask your employer to sign it. Employers are not necessarily aware of Baruch’s Graduate Internship Course, so be prepared to explain it to them.

5. Submit your completed Form 1 and letter from your employer to the GCMC for approval of the internship position and to receive course requirements. You may submit your documents in person or via fax (646-312-1331) or email (zicklin.gcmc@baruch.cuny.edu). Please allow 24 hours for approval. You may pick up your documentation in the Center the next day or request it be faxed to you. Please note: Obtaining an internship does not guarantee approval for credit, even if posted by the Graduate Career Management Center.

6. Submit your documentation to Noemi Taveras in the Office of Graduate Studies (VC, 13-280) to be reviewed for approval to register for the course. Please allow at least 48 - 72 hours for approval. You may pick up your documentation or request it be faxed to you.

7. Register for the course and pay for it.

8. International students: Take your receipt and paperwork to the International Student Service Center with your proof of payment so that they may issue you a new SEVIS I-20.