

2024 The Grainger College of Engineering Internship Compliance Form for Undergraduates



- Save this form as "YourUIN_YourFULLNAME_InternshipCompliance_2024"
- See <http://go.illinois.edu/ENG310> for details and information

STUDENT MUST FILL OUT THIS PORTION:

Last Name, First Name: _____		Today's Date: __/__/20__
UIN: _____ NetId: _____		Undergraduate Engineering Degree: _____
Estimated Graduation Date Month: <input type="checkbox"/> May <input type="checkbox"/> August <input type="checkbox"/> December Year: 20__		
Company Name: _____ Company Address (include City and State): _____ _____		<input type="checkbox"/> -I have received my Company Offer Letter (Must contain all details required for verification) <input type="checkbox"/> - My Internship will be on site, at the company <input type="checkbox"/> - My Internship will be remote. (Offer letter must include information about support.) For City Scholars continuing as interns on campus, or other situations, discuss with City Scholars Director Brenna Conway.
<input type="checkbox"/> I have completed at least one year of academic coursework at the UofI prior to my internship		
Internship Starting Date: __/__/20__		Internship Ending Date: __/__/20__
Total duration of my internship: _____ (number of weeks)		Number of hours per week: _____
Last day of semester: DEC 15 (Fall 2023) – MAY 10 (Spring 2024) – AUG 3 (Summer 2024) – DEC 19 (Fall 2024) 1st day of instruction: JAN 16 (Spring 2024) - MAY 13 (Summer 2024) - AUG 26 (Fall 2024) – JAN 21 (Spring 2025)		
Based on the above information, I am requesting an internship compliance approval for (check ONE option):		
<input type="checkbox"/> (1) Spring only	<input type="checkbox"/> -My internship starts after the last day of Fall 2023 <input type="checkbox"/> -My internship ends before the first day of instruction for Summer 2024 <input type="checkbox"/> -I will register for ENG 310 for Spring only	
<input type="checkbox"/> (2) Summer only	<input type="checkbox"/> -My internship starts after the last day of Spring 2024 <input type="checkbox"/> -My internship ends before the first day of instruction for Fall 2024 <input type="checkbox"/> -I will register for ENG 310 for Summer only	
<input type="checkbox"/> (3) Fall only	<input type="checkbox"/> -My internship starts after the last day of Summer 2024 <input type="checkbox"/> -My internship ends before the first day of instruction for Spring 2025 <input type="checkbox"/> I will register for ENG 310 for Fall only	
<input type="checkbox"/> (4) Spring and Summer	<input type="checkbox"/> -My internship starts after the last day of Fall 2023 <input type="checkbox"/> -My internship ends before the first day of instruction for Fall 2024 <input type="checkbox"/> -I will register for ENG 310 for Spring and for Summer <input type="checkbox"/> -The duration of my internship for Spring is: _____ (#weeks) <input type="checkbox"/> -The duration of my internship for Summer is: _____ (#weeks)	
<input type="checkbox"/> (5) Summer and Fall	<input type="checkbox"/> -My internship starts after the last day of Spring 2024 <input type="checkbox"/> -My internship ends before the first day of instruction for Spring 2025 <input type="checkbox"/> I will register for ENG 310 for Summer and for Fall <input type="checkbox"/> -The duration of my internship for Summer is: _____ (#weeks) <input type="checkbox"/> -The duration of my internship for Fall is: _____ (#weeks)	
The portion of my internship spanning over (check all that apply):		
<input type="checkbox"/> 1. the Spring is at least 10 weeks (for Full Time) or at least 8 weeks (for Part Time) <input type="checkbox"/> 2. the Summer is at least 8 weeks (for Full Time) or at least 6 weeks (for Part Time) <input type="checkbox"/> 3. the Fall is at least 10 weeks (for Full Time) or at least 8 weeks (for Part Time)		

Check which **ONE** of (A) (B) or (C) scenario applies to you:

<input type="checkbox"/> (A) I am a City Scholar	<input type="checkbox"/> -My internship is with a company I have been matched to as a City Scholar <input type="checkbox"/> -My internship is for 20 hours per week <input type="checkbox"/> -I will register for ENG 310 Section CS during my internship <input type="checkbox"/> -I will register for a minimum of 12 hours during my City Scholar internship
<input type="checkbox"/> (B) I have a part time internship	<input type="checkbox"/> -My internship is at the Research Park <input type="checkbox"/> -My internship is for 8 to 20 hours per week <input type="checkbox"/> -I will register for ENG 310 Section PT during my internship <input type="checkbox"/> -I will register for a minimum of 12 hours during my internship (fall or spring)
<input type="checkbox"/> (C) I have a full time internship	<input type="checkbox"/> -My internship is for more than 20 hours per week <input type="checkbox"/> -I will register for ENG 310 Section FT during my internship <input type="checkbox"/> -I will not register for any other class during my full time internship <input type="checkbox"/> -My full time internship is NOT during my graduating semester

For international students only (check all that applies to you)- Questions about CPT? Contact ISSS:

- I have an F-1 status (students with other visa statuses cannot apply for CPT)
- My internship is in the United States
- I understand my F-1 visa will be terminated if I am not registered for ENG 310 while doing an Internship
- I understand it is my responsibility to register in the correct section of ENG 310
- I understand that ISSS must approve my CPT work authorization. I must apply for this work authorization via [iSTART](#) and have an approved CPT I-20 in hand *before* I start working. Working without authorization is an immigration violation and will result in the termination of my F-1 status.

Write a few sentences about how this internship is relevant to the engineering degree you are pursuing and aligns with skills learned in class. Also list classes that you have taken that are relevant for the internship.

Additional comments on this request for approval (*any special consideration you need us to consider*):

DEPARTMENTAL ADVISOR FILLS OUT THIS PORTION IF INTERNSHIP IS COMPLIANT - Student is approved for:

(A) ENG 310 CS (B) ENG 310 PT (C) ENG 310 FT

(1) Spring Only (2) Summer Only (3) Fall Only (4) Spring & Summer (5) Summer & Fall

Departmental
Signature: _____

Relevance of Internship (advisor's comments):