

# The Grainger College of Engineering Internship Compliance Form for Undergraduates



- **Save** this form as "YourUIN\_YourFULLNAME\_InternshipCompliance\_ **YEAR**"
- 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: _____<br>NetId: _____   |  | Undergraduate Engineering Degree: _____  |
| Estimated Graduation Date    Month: <input type="checkbox"/> May <input type="checkbox"/> August <input type="checkbox"/> December    Year: 20__ |  |  |
| Company Name: _____<br>Company Address (include City and State):<br>_____<br>_____   |  | <input type="checkbox"/> -I have received my <b>Company Offer Letter</b><br>(Must contain all details required for verification)<br><br><input type="checkbox"/> - My Internship will be <b>on site, at the company</b><br>- My Internship will be remote.<br>(Offer letter must include information about support.)<br>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 <b>at the UofI</b> prior to my internship                     |  |  |
| Internship Start Date: __/__/20__  |  | Internship End Date: __/__/20__  |
| Total duration of my internship: _____ (number of weeks)   |  | Number of hours per week: _____  |

Based on the above information, I am requesting an internship compliance approval for (check ONE option):

|   |   |
|---|---|
| <input type="checkbox"/><br>(1) Spring only       | <input type="checkbox"/> -My internship <b>starts after</b> the <b>last</b> day of Fall semester.<br><input type="checkbox"/> -My internship <b>ends before</b> the <b>first</b> day of instruction for Summer semester.<br><input type="checkbox"/> -I will <b>register</b> for ENG 310 for Spring only  |
| <input type="checkbox"/><br>(2) Summer only       | <input type="checkbox"/> -My internship <b>starts after</b> the <b>last</b> day of Spring semester.<br><input type="checkbox"/> -My internship <b>ends before</b> the <b>first</b> day of instruction for Fall semester.<br><input type="checkbox"/> -I will <b>register</b> for ENG 310 for Summer only  |
| <input type="checkbox"/><br>(3) Fall only         | <input type="checkbox"/> -My internship <b>starts after</b> the <b>last</b> day of Summer semester.<br><input type="checkbox"/> -My internship <b>ends before</b> the <b>first</b> day of instruction for Spring semester.<br><input type="checkbox"/> -I will <b>register</b> for ENG 310 for Fall only  |
| <input type="checkbox"/><br>(4) Spring and Summer | <input type="checkbox"/> -My internship <b>starts after</b> the <b>last</b> day of Fall semester.<br><input type="checkbox"/> -My internship <b>ends before</b> the <b>first</b> day of instruction for Fall semester.<br><input type="checkbox"/> -I will <b>register</b> for ENG 310 for Spring <b>and</b> for Summer<br><input type="checkbox"/> -The duration of my internship for Spring is: _____ (#weeks)<br><input type="checkbox"/> -The duration of my internship for Summer is: _____ (#weeks) |
| <input type="checkbox"/><br>(5) Summer and Fall   | <input type="checkbox"/> -My internship <b>starts after</b> the <b>last</b> day of Spring semester.<br><input type="checkbox"/> -My internship <b>ends before</b> the <b>first</b> day of instruction for Spring semester.<br><input type="checkbox"/> -I will <b>register</b> for ENG 310 for Summer <b>and</b> for Fall<br><input type="checkbox"/> -The duration of my internship for Summer is: _____ (#weeks)<br><input type="checkbox"/> -The duration of my internship for Fall is: _____ (#weeks) |

The **portion** of my internship spanning over (check all that apply):

- 1. the **Spring** is at least 10 weeks (for Full Time) or at least 8 weeks (for Part Time)
- 2. the **Summer** is at least 8 weeks (for Full Time) or at least 6 weeks (for Part Time)
- 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 <b>City Scholar</b>           | <input type="checkbox"/> -My internship is with a company I have been matched to as a City Scholar<br><input type="checkbox"/> -My internship is for 20 hours per week<br><input type="checkbox"/> -I will register for ENG 310 Section CS during my internship<br><input type="checkbox"/> -I will register for a minimum of 12 hours during my City Scholar internship |
| <input type="checkbox"/> (B) I have a <b>part time</b> internship | <input type="checkbox"/> -My internship is at the Research Park<br><input type="checkbox"/> -My internship is for 8 to 20 hours per week<br><input type="checkbox"/> -I will register for ENG 310 Section PT during my internship<br><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 <b>full time</b> internship | <input type="checkbox"/> -My internship is for more than 20 hours per week<br><input type="checkbox"/> -I will register for ENG 310 Section FT during my internship<br><input type="checkbox"/> -I will <b>not</b> register for any other class during my full time internship<br><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*):

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**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):