

## INTERNSHIP APPLICATION DIRECTIONS

### **Domestic Students**

Domestic students may work in internships at any time without having to enroll in the *Econ 799 Internship* course. However, if academic credit is required for the internship then they may enroll in Econ 799 following Steps 1 and 2 below.

### **International Students**

International students (on F-1 or J-1 visas) may work in internships only in the summer between the first and second year. Students must obtain authorization in order to work, usually in the form of CPT – Curricular Practical Training. In order to apply for CPT students must enroll in Econ 799 Internship course in Summer Term 1. Completion of Steps 1, 2, and 3 below are required. Application deadlines are generally in late April or early May and are based on the drop/add deadline for Summer Term I. (Work authorization for post-graduation [OPT internships is here](#). Academic training for [J-1 visas is here](#).)

### ***Step 1: Gather your materials***

1. Internship offer letter. The letter must include these things:
  - a. Specific start and end dates.
  - b. Description of your responsibilities as an intern.
  - c. The location where you will be working
  - d. Your total weekly hours.
2. Completed internship proposal document. You will complete the first page of this document. Your DGS will complete the last page of this document. The link to the document can be found on the website under the tab for Step 1.
3. An email from an Economics department faculty member who has agreed to be the instructor for the internship course. The faculty instructor must have a primary or secondary appointment in Economics and must have reviewed your internship offer letter and proposal.
4. An email from the DGS approving your internship proposal. The DGS must have reviewed the offer letter and signed your internship proposal.

### ***Step 2: Enroll in ECON 799***

Deadlines:

- The deadline for completing the survey to enroll in Econ 799. This is about two weeks before the Summer Term I drop/add deadline. Please check the website for the survey deadline, which is updated annually.
- The [drop/add deadline for Summer Term I](#).

All students must do the following in order to enroll in ECON 799:

1. Find a faculty member in the Department of Economics who is willing to supervise your internship. Professors from other departments cannot supervise internships unless they have a secondary appointment with the Department of Economics.
2. Use the internship proposal template to write a one- to two-page proposal for your internship and its goals. The template is linked on the website.
  - a. Your proposal includes the name of the firm sponsoring the internship (including address, phone number, a contact email, and a fax number), the start and end dates of the internship, a description of your position and duties, and a discussion of how the internship will benefit you both academically and professionally.
  - b. The last page of the template has information for your DGS to complete, including his or her signature of approval. Typed or electronic signatures are not acceptable.
3. Submit your proposal and your internship offer letter to the faculty instructor/supervisor for the internship and to your Master's Program Director (DGS) for their approval.
4. Obtains emails from the faculty supervisor and the DGS indicating their approval. Save these two email approvals as a pdf or screenshot.
5. Submit your completed application – the internship proposal, offer letter, and emails from the DGS and instructor approval – in one pdf file.
6. Complete the survey to enroll in Econ 799. You will upload the pdf as part of this survey.
7. After the survey completion deadline, EcoTeach staff will work with you to finalize your enrollment in ECON 799.
8. International students: Take a screenshot of your DukeHub account showing your successful enrollment and save it as a pdf. You will use this screenshot in Step 3.

### ***Step 3: Apply for Curricular Practical Training (CPT)***

International students only.

CPT is available only for the summer between the first- and second-year of the master's programs. International students must follow the steps below to apply for CPT for a summer internship.

As part of your online CPT application, you will need to submit:

- A copy of your proposal
  - Your official internship offer letter (see details described above)
  - Proof of enrollment in Econ 799 (this can be a screenshot of your registration for the Summer Term I course in DukeHub).
1. Read and complete the CPT application [steps](#) listed at Duke Visa Services. When completing the form, make sure to:
    - a. Include the full name of your DGS in the Academic Department portion of the online application.

- b. Enter the email address of [ma-assistant@econ.duke.edu](mailto:ma-assistant@econ.duke.edu). Do not enter your DGS's email address.**
3. Once you complete the online CPT application with Duke Visa Services, a recommendation email will be automatically sent to the Master's Program Assistant ([ma-assistant@econ.duke.edu](mailto:ma-assistant@econ.duke.edu)) to complete the departmental form.
4. After the Master's Program Assistant has submitted the form, stay in touch with Duke Visa Services about your application.

For questions about your CPT application, please contact Duke Visa Services Help Desk at [VisaHelp@duke.edu](mailto:VisaHelp@duke.edu).

Please note: Failing to complete any of these steps in a timely fashion may make it impossible for the required paperwork and for visa approval to be completed in time for you to undertake the internship. It is your responsibility to make sure that everything is completed on time.