

# Internship Planning Guidelines for **Master's** Students

## All Master's Students

- Student must be appointed from the first day of the fall term through December 31 or January 1 through April 30 in order to be eligible for GSRA funding and tuition coverage.
- Fill out [CSE Internship Notification Form](#) and send an email to [cse-internships@umich.edu](mailto:cse-internships@umich.edu).
- Students must be in good academic standing and not on academic probation.
- Students must be making satisfactory progress towards their degree.

## Domestic Master's Students

- Domestic students have no limit to the number of internships in which they can participate, however, the time-to-degree limit set by the Rackham Graduate School must not be exceeded.
- Domestic students who will be taking a Fall or Winter term off (i.e. not registering) for internship reasons must not allow more than one calendar year to pass without being registered.

## International Master's Students

- International students must discuss their plans with an advisor at the International Center to ensure immigration compliance.
- International students participating in an internship during the Fall or Winter term **must register for CPT** during that same term. If an international student takes back-to-back internships in both the Winter and Spring/Summer terms, they must register for Spring/Summer and tuition for that semester must be paid. Please direct all CPT-related questions to: [coe-intern-coop@umich.edu](mailto:coe-intern-coop@umich.edu) or to [icenter@umich.edu](mailto:icenter@umich.edu).
- All international students participating in an internship within the United States must register for CPT. (International students participating in an internship outside of the United States do not need to Register for CPT.)

**Additional Questions?**  
**Contact: [cse-internships@umich.edu](mailto:cse-internships@umich.edu)**