

RUTGERS UNIVERSITY  
The State University of New Jersey  
Graduate Program in Electrical and Computer Engineering  
**For-Credit Internship Request for MS Students**

Please complete all required fields accurately. Attach all requested documents to ensure timely processing. Please allow 3 weeks for approval.

**Student Information**

Student Name (Print): \_\_\_\_\_ RUID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Joining Rutgers as a Graduate Student (mm/dd/yyyy): \_\_\_\_\_

**Academic Information**

Thesis Advisor Name (if applicable): \_\_\_\_\_

Specialization area within the ECE Program: \_\_\_\_\_

**Internship Credit Details**

Number of internship Credits to Enroll – (maximum 3 credits): \_\_\_\_\_

**Previous internship credits (if any):**

- ❖ Number of credits: \_\_\_\_\_
- ❖ Faculty Supervisor: \_\_\_\_\_
- ❖ Company Name: \_\_\_\_\_

**Internship Supervision**

Faculty member supervising internship credits (if none, indicate “ECE Graduate Program Director”): \_\_\_\_\_

**Personal Statement** - Please outline your internship objectives and explain how this experience will complement and enhance your academic pursuits. Attach a separate document and include via email

**Company Appointment Letter** - Attach a copy to email, which must include a job description that aligns with the objectives stated in the student's personal statement.

**Company Confirmation** - Attach company letter or email confirming the following:

- ❖ Agreement for student to participate in for-credit internship program

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- ❖ Acknowledgment that the student will be allowed to summarize the essence of the internship in their report
- ❖ Commitment to provide performance review within 4 weeks of conclusion of internship

**International Student (F-1 or J-1 Visa Holders) Only**

Have you reviewed Appendix G.2 regarding training approval processes for international students?

{ } Yes      { } No

If you are on an F-1 visa, please also submit a request for CPT.

**Submission Checklist**

- ☐ Completed Application Form
- ☐ Personal statement
- ☐ Company appointment letter with job description
- ☐ Company confirmation letter/email
- ☐ Previous internship documentation (if applicable)
- ☐ International students: confirmation of understanding training approval process

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

After your for-credit internship is approved, please reach out to  
[ecegradprogram@soe.rutgers.edu](mailto:ecegradprogram@soe.rutgers.edu) for an SPN to register for Special Problems – 16:332:601/602.