

# HOW TO REGISTER YOUR INTERNSHIP

After you've been offered an internship, gig or other experience, complete an experience learning agreement (ELA) through the Village to register your internship.

Milano strongly encourages adding internship experiences to your classroom learning. While the Milano School does not award credit for internships, we suggest you register a zero-credit internship to have it officially recognized and recorded on your transcript. By selecting a zero-credit internship option, you register an internship with The New School that will be officially recognized and recorded on your transcript without the payment of full tuition for credits, although registration fees may apply.

## You submit the ELA

- Go to [village.newschool.edu](http://village.newschool.edu) and log in with your Net ID and password you use for MyNewSchool (you can also log in through the apps locker in MyNewSchool)
- Once logged in, click **Careers** on the top navigation bar
- Click **Experience** from the list on the left-hand side
- Click the **Create New ELA** button at the right-hand top of the page
- After you've filled out the ELA, click **Submit** at the bottom of the page

## Your supervisor completes the ELA

They will be emailed with ELA instructions once you submit, so be sure to include the correct email address for your internship supervisor. Your supervisor will need to provide info about the company, your duties and how will you be supervised.

You will be emailed once your supervisor completes their portion of the ELA.

## Experience reviews & approves the ELA

You will be registered for the internship course within 3-5 business days once your ELA is completed by your supervisor.

## You receive a letter of eligibility

The letter of eligibility states that The New School recognizes the internship. This can be forwarded on to your supervisor.

## Your CPT is approved & added to your I-20

If you're an F-1 student who is CPT eligible, Experience will automatically process your CPT once your ELA is fully approved.

If you need a social security number for this internship, you will need to apply for one with Social Security Administration (SSA). To begin that process, you will need to submit an iGlobal request to have a SSN letter of eligibility issued by Experience. If you have previously been issued a SSN, you do not need to apply for a new number.

Make sure that your internship has documentable deliverables, so you emerge from the internship with the ability to speak about your professional development in terms of measurable accomplishments. Examples of deliverables might include researching the viability of a new program, campaign, or initiative and presenting findings; performing, analyzing and presenting a study or survey; proposing solutions for a problem no one has had time to address.

[www.milanoschool.org/resources/resources-for-current-students/internships](http://www.milanoschool.org/resources/resources-for-current-students/internships)