Stipend Eligibility Requirements (effective Nov 2021)

Receiving the financial stipend is contingent on review of internship site to ensure it is legitimate, meets the criteria listed below and meets our general employment guidelines.

- Applications must be complete, accurate and submitted on time (applications submitted after the deadline are not considered).
- You can apply without having secured an internship/research/experiential/apprenticeship/learning experience, but you must secure one on your own by the time you need to submit the hiring paperwork (such as tax forms, I-9, etc.). If you're having trouble securing one, we can assist. Generally speaking, we give students until the start of the semester/summer to secure the internship. If a student needs more time, they need to contact us in advance.
- International students need to first contact the “Office of International Services,” before applying to get appropriate approval.
- You must be in a degree seeking program. Visiting students are not eligible to apply for funding.
- Minimum GPA of 3.0
- Priority is given to students who have never received a stipend before or are not part of a program that will provide a stipend in the future that can be used towards internships.
- The internship must be at least 120 hours total (approximately 10 hours per week or more if during the summer).
- Meet the Center’s employment guidelines.
  - The internship site can not be owned or run by their immediate family members. The site can not be owned/co-owned by a Brooklyn College staff/faculty member. Family members, faculty and staff can not have substantial ownership interest in the organization. The internship can’t be of nature where the projects solely benefit the professor/staff member or Brooklyn College, it should be an outside entity.
  - The direct supervisor can not be a Brooklyn College faculty or staff member. If a faculty member/staff member work at the internship, the supervisor assigned should be someone else and there should be other colleagues and staff the intern has exposure to.
  - You must be interning the same semester you will receive the award. You can not get the award for an internship you did in a past semester. If you are already interning and the internship will continue into the semester you are applying for, the stipend can be considered.
  - You must be a student the semester you receive the award.
  - Most internships that qualify are unpaid but internships that pay but are out of state (therefore you have more expenses) can be considered. Confirm with the career center before applying/accepting the internship.
  - At least 25% of your time should be on hands-on projects/tasks.
  - Must be aligned with the donors guidelines, which varies by donor.

If selected to receive the stipend award please note the following expectations and requirements to actually receive the full stipend. If there are any issues with the requirements listed below, you might forfeit part or all of the award.

- Stipends awards are usually distributed in two installments (towards the beginning of the internship and end of the internship). Taxes are withheld.
- You will be asked to submit, in advance, the internship description, start date, end date, # of hours interning, confirming it is unpaid, % of time working virtually, % of time working on hands-on work/applied work, the degree of interaction with your supervisor/colleagues, and relevance to your career goals. It is the students’ responsibility to discuss with us first, to ensure we can confirm it is eligible and before you accept.
- You complete the minimum requirements of the site and your Supervisor gives you at least a satisfactory evaluation that we send them towards the middle of the internship.
- You complete the minimum hours we require and stay until the end date you and the site agreed to and are not dismissed prior to completion of the internship.
- Complete a testimonial or social media post about their internship/receiving the award.
- Stipend checks must be picked up in a timely fashion.
- Information on the application is accurate.
- The internship is the same one you submitted when stipend was confirmed and if you need to change the site you must request advances prior to getting approval.