

Internship Leave Instructions

If a student wishes to work in an internship, they must complete the following petition. This includes students taking a personal leave to work in an internship. **Students are responsible for obtaining all of the necessary signatures prior to submitting the final petition for approval to the Graduate Studies Office.** Electronic signatures or approvals by email are accepted.

In the vast majority of cases, students performing internships do so via a personal leave (https://gradoffice.caltech.edu/documents/31477/Internship_Guidelines_2025.pdf). In rare cases, students may be eligible for detached duty. The information below applies to students using the personal leave mechanism.

Leaves are granted for up to one year, and may be extended beyond one year only by completing a new petition form and with agreement of the Advisor, Option Representative, and the permission of the Dean of Graduate Studies.

While on Leave

Students on leave are not enrolled and therefore do not enjoy all rights and privileges of enrolled students. Unenrolled students, and accordingly, students on Internship leave, have limited access to Caltech's educational activities, programs, and services. Unless approved for a part-time leave, they may not attend classes or labs, perform graduate research, or access certain student resources, including Student Wellness Services and Residential Life activities, programs and services during their leave. Students on leave are generally not eligible to remain in Institute housing. Upon request, exceptions can be made for students on an Internship leave of no more than one academic term who 1) have a valid housing contract, and 2) do not have a Bursar account that is overdue. Career Advising and Experiential Learning (CALE) is, by default, open to all students who have not been permanently separated from the Institute, regardless of leave or enrollment status, unless otherwise revoked by the Director of CALE or the Dean. Please refer to the [conditions](#) for students on leave from the Institute. For questions regarding the full scope of these limitations, please contact the [Graduate Studies Office](#).

Students may consult with their advisor and otherwise plan for their academic future; however, they will not receive credit for courses unless they are properly enrolled. Students who are on leave are still subject to all Institute policies, including the Institute Sex- and Gender-Based Misconduct Policy. Violations of policy may affect a student's eligibility to re-enroll.

Medical Insurance

While on an Internship leave students are not eligible for subsidized Caltech health care benefits, stipends, or other student benefits. However, please note that for the special case of a student taking an Internship leave restricted to the Summer term only, health care coverage would be maintained, because enrollment in the Spring and Fall terms would by default result in coverage over the Summer term (<https://hr.caltech.edu/studentbenefits/continuing-coverage>). This would not be the case for Internship leaves involving non-Summer terms.

Return from Leave

Prior to going on leave, students must discuss with their Option and Caltech faculty advisor the conditions of return. Return from leave is conditional upon the Option's and advisor's willingness to accept the student for continuing study, and the availability of funding. When returning from leave, students must complete a [Return from Personal Leave](#) petition to the Graduate Studies Office at least three weeks prior to the anticipated return date.

A student who does not return from leave as planned or does not file an extension request will be withdrawn from the Institute.

International Students

International students must meet with International Student Programs (ISP) to discuss visa implications and obtain a signature acknowledging such prior to review and approval of the leave by the Graduate Dean. Please note that a signature from ISP does not constitute an approval of the petition. ISP will not act on the petition until notification of approval is received from the Graduate Studies Office, so please allow adequate time and plan accordingly.

Students with External Funding

Students holding an external fellowship (ex. NSF) must check that their fellowship guidelines allow periods of non-enrollment before taking an Internship leave.

Part-time employment

Graduate students are expected to be enrolled full-time and fully committed to graduate studies. In some cases, students may be allowed to accept outside employment up to 8 hours per week. Such employment arrangements must be evaluated by the Office of Research Compliance for conflicts of interest and to ensure that any intellectual property and confidentiality provisions are compatible with Institute policy. The Caltech advisor, Option representative, and thesis committee chair must also attest that the student is in good standing and can perform this activity without compromising graduate work. Petitions can be approved for up to 2 terms at a time.

Questions

Please review the [Leave Policy](#) for graduate students or contact the [Graduate Studies Office](#).

Caltech Graduate Studies Office

Internship Leave

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Current Degree (MS, ENG, PhD):

Expected Completion Date (mm/yyyy):

Advisor:

Candidacy Completion Date:

Email:

Forwarding Address:

Do you hold a current visa (international student):

☐ Yes

☐ No

Are you funded by an external fellowship:

☐ Yes

☐ No

If yes, which one?

Internship Information

Start date of the internship (mm/dd/yyyy):

Internship end date (mm/dd/yyyy):

Is this a full-time internship?

☐ Yes

☐ No

If part-time, how many hours per week? [cannot be more than 8 hours per week]

Include a brief description of the internship and its relation to your academic program:

Requested mechanism:

☐ 1. Personal Leave

☐ 2. Detached Duty (requires completion of candidacy and performance of thesis activity during the internship; see further information for [detached duty](#) requirements)

☐ 3. Part-time work while enrolled

Please note that #2 and #3 require prior clearance from the Office of Research Compliance.

Student: I declare no conflicts of interest:

☐ Agree

☐ Disagree

Student Signature_____

Date:

Institute Approvals/Recommendations

Advisor: I declare no conflicts of interest: ☐ Agree ☐ Disagree

By signing this petition, the advisor, thesis committee chair, and Option representatives are attesting that the student is in good standing and can perform this activity without compromising graduate work.

Recommended ☐ Advisor Signature _____ Date:

Recommended ☐ Thesis Committee Chair Signature _____ Date:

Recommended ☐ Option Representative Signature _____ Date:

Approved ☐ Research Compliance, if applicable _____ Date:

Information Only ☐ ISP Signature (International Students) _____ Date:

Approved ☐ Dean of Graduate Studies Signature _____ Date:

Not Approved ☐