

GW CCS Professional Praxis Student Checklist and Guide

Eligibility Requirements:

To be eligible for participation in Professional Praxis through the Center for Career Services, you must:

1. Be a current full-time student in [CCAS](#) (undergrad or grad), [SEAS](#) (undergrad only), or [ESIA](#) (undergrad only)
All other students should contact their school's designated career center regarding similar programs or opportunities.
2. Have received an offer for a major-related job or internship, the duration of which is at least 10 weeks or 100 hours
3. Undergraduates: have and maintain a 2.5 GPA; Graduates: have and maintain a 3.0 GPA
4. Have no holds on your [GWeb](#) (BanWeb) account at the time of application
5. **International Students** – if you are applying for this program in order to receive “proof of enrollment in the appropriate curricular course” for your Curricular Practical Training (CPT) application, please meet with an [ISO Advisor](#) first to discuss your eligibility for CPT

Please make sure that you meet these requirements before applying for this program through this office. These requirements will be checked upon application.

Remember, even if your internship spans multiple semesters, you must apply for each semester of Professional Praxis separately. You may find all application dates and deadlines on the [Professional Praxis website](#).

To Apply:

- 1. Submit the following documents to ccsproprax@gwu.edu (applications are *only* accepted via email):
 - **Student Application** (*make sure that all blanks are filled in, and it is signed by you*)
 - **Employer Agreement** (*make sure that all blanks are filled in, and it is signed by your employer*)
 - **a copy of your official employment offer letter** (*this must be a formal offer letter on company letterhead – informal offers such as emails are not acceptable*)
- 2. Wait 1-2 business days for a response. You will receive an email confirming that your application was successful and that you will be enrolled in the course.
- 3. **International Students** – when you receive the confirmation email, you will receive a pdf with your “proof of enrollment in the appropriate curricular course” for your CPT application.

Grading / End-of-semester Requirements:

- 1. Submit the completed and signed Final Packet via ccsproprax@gwu.edu on or before the deadline for the semester. If you do not submit the Final Packet on time, you will receive a “No Pass” grade.
- 2. Wait 1-2 business days for a response. You will receive a confirmation email when your final packet has been reviewed and you have been given a grade.

Professional Praxis will appear on your transcript as a 0 credit course, with a “Pass” or “No Pass” grade.

If you have any questions, contact us at ccsproprax@gwu.edu.

Dates, deadlines, and forms can be found at <https://careerservices.gwu.edu/professional-praxis>.