

Eligibility Requirements:

To be eligible for participation in Professional Praxis, you must:

1. Be a current full-time student in [CCAS](#) or [SEAS](#), or an [undergraduate in ESIA](#) (*all other students should contact their school-specific career center regarding similar programs or opportunities that may be available*)
2. Have received an offer for a major-related job or internship that comprises at least 10 weeks or 100 hours of work between the first and last day of the semester's classes (this may be paid or unpaid, but must be related to your academic studies)
3. Undergraduates: have and maintain a 2.5 GPA; Graduates: have and maintain a 3.0 GPA
4. Have no holds on your banweb account
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 application, please meet with an [ISO Advisor](#) to discuss your eligibility for CPT before applying for Professional Praxis.

Please make sure that you meet these requirements before applying for this program.

These requirements will be checked upon application.

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 employment offer letter
- 2. Wait 1-2 business days for a response. You will receive an email confirming that your application was successful and that you have been enrolled in the course.
- 3. **International Students** – after you receive the confirmation email, the “proof of enrollment in the appropriate curricular course” for your CPT application will be available for pickup at the front desk of the Center for Career Services in the Marvin Center, 800 21st St. NW, Suite 505 – Colonial Crossroads.

Grading / End-of-semester Requirements:

- 1. Submit the completed and signed Final Packet via ccsproprax@gwu.edu on or before the **last day of classes** for the semester
- 2. Wait 1-2 business days for a response. You will receive an 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>.