American International University-Bangladesh
Department of Computer Science

Internship [BSCS] Course Registration Notice for Spring 2026-2027

1. Eligibility

- Credits completed: **CSE/CNCS/DS 135 credits**; SE/CS/CIS/CSSE **118 credits**. Maximum load: **6 credits** = Internship + **only one** 3-credit regular course. Minimum internship period: 03 months.
- You must already have a **current appointment letter** for a CS-related internship/job at a legitimate ICT organization.

2. Which placements are accepted

Accepted

- A **CS-related role** (software, QA, data/AI, networking, cybersecurity, UI/UX, IT etc.) in ICT industry.
- An organization with a legitimate, functional official website (not a testing, fake, placeholder, or single-page type site), a physical office address & setup and permanent employees.
- A letter on official letterhead with your **name, position, job description, joining date** and an authorized seal & signature.
- Organization and supervisor emails on the **official domain**, e.g. hr@company.com, name@company.com.bd.
- For Banking sectors, placement in IT department only.
- See below **How to check an organization before applying/joining** point while applying to an organization.

Not accepted

- Training centers, academies or course-based "internships".
- Any placement where **you pay the organization**. It is a paid course, not an internship.
- Organizations with no website, no permanent office, or mostly interns as staff.
- Non-CS roles (e.g. sales, marketing, customer service).
- **Personal emails** for the organization or supervisor (e.g. name@gmail.com, company@yahoo.com); old or unverifiable letters.
- **RA/TA/Remote roles**: Highly discouraged except with reputed, verifiable organizations with a trade license, full website, office address, proper working structure & portfolio.

How to check an organization before joining: it has a working official website with a real address and team; it may be a member of national (e.g., BASIS) or international associations or has a trade license; its employees are visible on LinkedIn; the job was advertised publicly; it pays or at least does not charge you. **Never pay any organization for an internship** and avoid those offering only "certificates", "courses", or run mostly by interns. Search "**Common Red Flags of a Fake LLC**" in case your org claims to be an LLC based US organization.

3. How registration works

1. Fill in the **Internship Registration Request Form** with a scanned copy of your signed appointment letter (email confirmations or offer emails saved as PDF are not accepted). It is a **one-time entry**: it cannot be submitted again or edited, so check everything first.
   Form: https://forms.cloud.microsoft/r/BpY1KxfLrF
2. Give **correct official emails of the organization and your supervisor**. The organization may be contacted by email for verification. False information will cancel your registration and may result in further action.
3. After form submission, **placement information** is verified. If no issues are found in this initial screening, the Internship section is **added to your registration automatically once University registration is open**. Verification is a continuous process. Any **forgery/fake info/file** detected at any stage- "**form submission to grading**"-will result in **rejection/removal** of the internship course and may lead to disciplinary action.
4. If the placement is not valid or not CS-aligned, you will be emailed to send **new placement details with a new appointment letter** via email reply. In some cases, you may be asked for other official documents or to meet a faculty member. **Check your AIUB and personal email regularly and reply as soon as possible.**
5. ***Probation, Document Block, Due Balance, Incomplete Grade, Readmission or Enrolment Time issues:*** get clearance from the designated office and reply to our email with the acknowledgement form. Registration cannot be completed before that.
6. After the section is added, **validate your registration (if needed, contact Accounts Office)**. Unvalidated registrations are cancelled automatically, and no application will be considered.

Scan for the form and guidelines

4. Deadlines and other notes

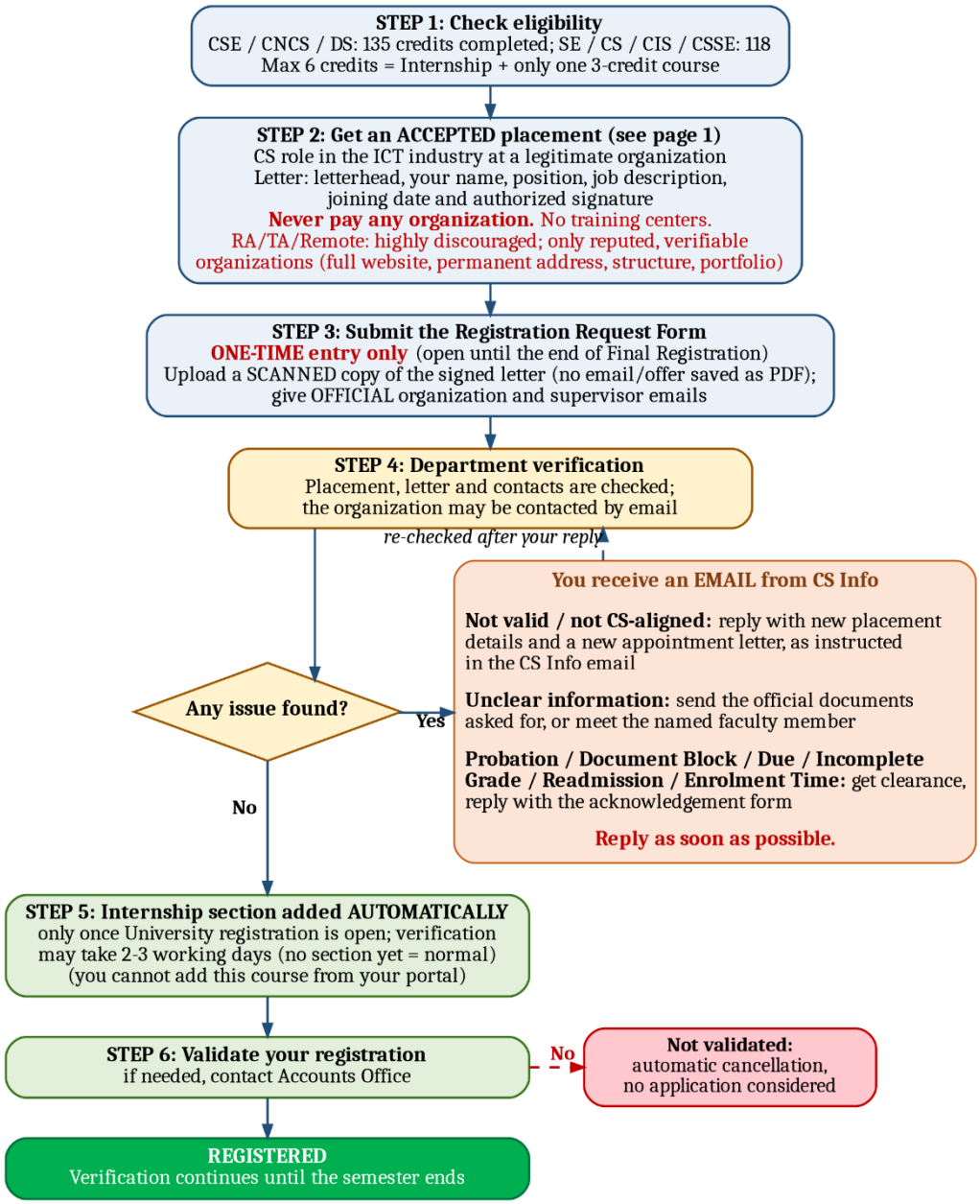
- This form remains open until the end of the Final Registration period. Not seeing your section immediately after submission is normal; **sections are added only during University registration** (from Pre-Registration onward) after verification, which may take 2–3 **working** days. CS Info will email you if any issue arises. Regularly check your provided email and follow official University website notices. **Missing any registration, verification, or validation deadline is your responsibility; you may apply next semester under the applicable rules**. After section validation, all registered students will receive emails from CS Info regarding supervision and course-completion requirements.
- If your organization asks for an **official forwarding letter from the University**, collect it from the **Office of Placement (OPA)**. OPA also collects CVs of enrolled interns to record or help in placements; this is not an internship offer and not course registration.
- **Exceptional cases:** email **only info@cs.aiub.edu** (no other email address) with the subject **"Internship Registration Spring 26-27 :: xx-xxxxx-x"** (your AIUB ID). Wait **2-3 working days** for a response before following up.
- **Unless instructed by CS Info, do not visit/email/text other offices or faculty members about internship registration related issues.** Follow the instructions you receive and all registration and verification timelines strictly.

Finding an internship

- Find internships/jobs outside AIUB on your own; the Dept. of CS does not offer internship positions.
- The CS Department shares internship/job notifications from time to time. To receive them, fill out: https://forms.cloud.microsoft/r/dpJ1HaxhZm
- This does not guarantee a placement or registration; you must apply and follow up yourself.

Internship [BSCS] Registration: Step-by-Step Flow (Spring 2026-2027)

Follow these steps in order. Read page 1 for the full rules.



If you...	Then...
Submit a fake or forged letter, information or file (detected at ANY stage, from submission to semester completion)	Rejection or removal of the internship course, and possible disciplinary action
Give false organization/supervisor details, or personal emails (Gmail, Yahoo etc.) instead of official ones	Registration not processed or cancelled
Pay an organization, or join a training center / course-based "internship"	Not accepted; you must arrange a new valid placement
Fail to reply to CS Info emails, or miss a registration, verification or validation deadline	Registration not completed; apply next semester under its rules
Have a Probation / Document Block / Due / Incomplete Grade / Readmission / Enrolment Time issue without clearance	Registration cannot be completed until the issue is resolved or the clearance form is submitted
Do not validate your registration after getting the section (see page 1, point 6)	Automatic cancellation; no application considered
Contact other offices or faculty members without instruction from CS Info	Not processed through those channels; your registration may be delayed
Email **info@cs.aiub.edu** about an exceptional case	**Wait 2-3 working days before sending a follow-up.** CS Info replies only to unresolved issues; resolved or non-internship/thesis matters usually get no reply.

Verification is continuous. Any instruction you receive from CS Info by email must be followed within the given time.

Department of Computer Science, Faculty of Science & Technology