CAS 394-i Special Internship [0.5 credit]

Information for International Students seeking Curricular Practical Training authorization

This internship course is open to international students with an F-1 or J-1 visa seeking an internship opportunity in the U.S. that relates to their program of study. Consultation with the Career & Internship Center must precede registration, and CPT paperwork must be processed through the College Center for Advising Services and the International Services Office prior to starting the internship. DO NOT BEGIN WORKING AT YOUR INTERNSHIP WITHOUT YOUR CPT AUTHORIZATION FROM ISO.

Prior to scheduling a meeting with the Career & Internship Center, please consult with the ISO regarding your individual situation and if CPT is available and appropriate for you.

International Student Requirements for CAS 394-i

- Must be an international student on an F-1 or J-1 visa.
- Internship must be related to student’s current program of study.
- The course grants 0.5 credit and is offered during fall, spring and summer terms at no additional charge.
- Internship may be anywhere in the US.
- Course is graded Pass/Fail only.
- Student must have obtained an official offer letter from an employer.

Offer Letter must include:
1) Start* & End dates of internship with hours expected to work each week
   *Start date must be in the future. Allow 2 weeks for processing from start to finish.
2) Job title and description of duties
3) Salary (or receive compensation such as parking, housing, meals, commission, etc.)
4) Location of employment with U.S. Zip Code
5) Internship supervisor’s name, email and company address

Registration Process:

1. Search for internships, interview and obtain offer letter for internship on official letterhead (must include details above). Assistance on finding an internship is available through the Career & Internship Center.
2. Meet with an adviser in the Career & Internship Center to discuss your internship offer and receive the instructor permission code for online course registration.
3. Complete the Internship Registration form on the College Center for Advising Services page at (link coming soon)
4. Register for the course online using the permission code provided by the Career & Internship Center. Once registered for course, student gains access to CAS 394-i course in Blackboard.
5. Fill out Learning Agreement form (also available in Blackboard) and upload to Blackboard.
6. Email both the Offer Letter and a CPT Recommendation form to Michael Dedes at Michael.v.dedes@rochester.edu
7. If approved, the appropriate forms will be sent directly to ISO (you will receive email confirmation) and ISO will contact you to pick up your new I-20.
8. At end of internship, submit Short Answer Assessment in Blackboard.
9. Internship supervisor must complete evaluation emailed to them.
10. Successful completion of Short Answer Assessment and Supervisor Evaluation will result in a passing (P) grade.