All undergraduate students are eligible to register for CASC 394i, which is available all academic terms with no associated tuition fees. It can be utilized for both paid and unpaid internship opportunities. Students may elect to register for CASC 394i for one or more of the following reasons:

- Curricular Practical Training (CPT) allowance needed for a student on an F-1 or J-1 visa
- Internship employer requiring academic credit
- Transcript notation
- Maximize learning

**Value of Registering for Credit**

- Structures internship, targets competency development and solicits feedback from supervisor
- Prompt reflection on internship, development of competencies, and connections to curriculum

**Course Requirements**

- Completed Academic Learning Agreement uploaded to Blackboard
- End-of term reflection assignment(s) in Blackboard
- Internship supervisor feedback form (can be waived if needed)

**PRIOR TO REGISTRATION**

1) International students should consult with ISO regarding work authorization eligibility.

2) Before students can register, they must obtain an official **Offer Letter** from an employer.

   **FOR INTERNATIONAL STUDENTS SEEKING CPT, THIS LETTER MUST CONTAIN THE FOLLOWING** (feel free to send the **Offer Letter Template** to your employer):
   
   a) Be on company letterhead
   b) Start & end dates of internship with hours expected to work each week
      o **Start date must be in the future and allow two weeks for processing from start to finish**
   c) Job title and description of duties
      o **Internship must be related to student’s current program of study**
   d) Salary (or other compensation such as parking, housing, meals, commission, etc.)
   e) Physical location of employment with U.S. Zip Code
   f) Internship supervisor’s name, email and company address

3) **Complete an electronic draft** of the **Academic Learning Agreement**. You can find more documents and information related to CASC 394i on the Greene Center’s **courses and credit page**.

4) Schedule an appointment with a Career Advisor in the Greene Center through **Handshake**
REGISTRATION PROCESS ON PAGE 2

REGISTRATION PROCESS

1) Bring the following items with you to your appointment in the Greene Center:
   a) Offer Letter (students seeking CPT, see page 1 for details) - You can use this template to give to your employer.
   b) COMPLETED ELECTRONIC DRAFT (on device or emailed to advisor) of the Academic Learning Agreement
   c) A laptop or tablet (if available)
   d) These instructions

2) During the appointment, the Career Advisor will assist you with the following:
   a) Finalize and sign the Academic Learning Agreement
   b) Scan and email to you the Offer Letter and Academic Learning Agreement
   c) Register for CAS 394i:

Using the below details, complete the Independent Internship Registration form.

Department: 1CAS
Course Number: CAS 394i Special Internship
Credit Amount: 0.5
Select Appropriate Term: Summer, Fall OR Spring
Instructor of Record Information:
   Kellie Hernandez, Senior Career Advisor
   Kellie.hernandez@rochester.edu
Instructor Permission Code (IPC): _______

Check the appropriate box where it asks if you will be filing for CPT. By checking “YES”, ISO will receive a copy of the registration form and will expect the student to follow up for CPT processing.

3) International students seeking CPT must then email the below items to Questions@ISO.Rochester.edu to apply for CPT authorization. Students MAY NOT begin working until they have received CPT authorization. Please note that this process can take up to two weeks. ISO will contact the student when the I-20 is available for pick up.

   a) Signed Academic Learning Agreement
   b) Offer Letter