What process should I follow in order to apply for an Internship for Credit (IFC) and Curricular Practical Training (CPT)?

- Once you have obtained the internship, complete your internship for credit application and follow the steps outlined on this site:
  - http://www.fandm.edu/student-and-post-graduate-development
    - STUDENTS > JOBS & INTERNSHIPS > INTERNSHIPS FOR CREDIT

- Make sure to note on your IFC application the exact dates you will be interning. (Also, please note if your worksite will be different than the address you listed on page 1 of the application)

- Once your application is complete, take it to the Office of Student and Post-Graduate Development (619 College Ave) for review and approval. Make sure to pay attention to add/drop deadlines for each term! They will scan and send a copy of your approved application to Jessica Haile and Dean Haring.

- After approval, you will be enrolled in an IFC on your class schedule. If it’s a summer internship, your student account will be billed for the .5 or 1 credit.

- Jessica or Dean Haring will complete the necessary steps in SEVIS to authorize your CPT (off-campus work authorization as part of your curriculum). This will generate a new I-20 for you with notation of the work authorization and employer name on page 3. You will be emailed when the I-20 is ready for pick up in the International Center. You will most likely need to show this to your supervisor as proof of the legal ability to work for them.

Essential to remember about CPT Regulations!

- We can only authorize CPT for F-1 students who have a specific offer of employment that is directly related to their declared major.

- In order to obtain CPT, you must register for an IFC: .5 or 1 credit. You are prohibited from doing paid or unpaid internships in the United States that are not for credit. (If you have specific questions, don’t hesitate to contact Jessica or Dean Haring for clarification.)