internship position, bring a business card of the company/organization to the Center for Internships & Service-Learning, so that we can register the site.

If you need assistance finding an academic internship, please visit the Center for Internships & Service-Learning at LH-209. You may also call to schedule an appointment: (714) 278-3746

Step II. GETTING CSUF APPROVAL FOR CPT (INTERNSHIPS)

Once you have been offered a position for an academic internship:

- You must complete the on-line student registration form at www.fullerton.edu/cisl. You will need to fill in the information on your internship placement here.
- Print out the form.
- Get your Faculty Internship Coordinator’s approval and signature to register for the class.
- Bring the completed registration form to the Center for Internships & Service-Learning. We will verify your placement and provide you with a copy of the registration form for your appointment with International Education & Exchange (IEE) – see Step III.

YOU MAY NOT BEGIN WORK UNTIL YOU COMPLETE STEP III.

Step III. GETTING FINAL CPT EMPLOYMENT AUTHORIZATION

- You must see an advisor in IEE (either during walk in hours or by appointment). Call (714) 278-2787 for the schedules or visit www.fullerton.edu/international
- Bring ALL completed documents and copies from the Center for Internships & Service-Learning.
- Bring your passport.

Important note: students majoring in Communications (including Public Relations, Advertising and Radio/TV/Film), please process your internship paperwork through your department’s on-line internship web site: HTTPS://commsec.fullerton.edu/internship

Students with the following majors: Graphic Design, TESOL, Child Development:

- Get approval from your department / Faculty Internship Coordinator.
- You do NOT have to go to the Center for Internships and Service-Learning to process the paperwork.
- Bring copies of all forms to IEE to see an advisor.
- Bring your passport.

FOR ALL F-1 STUDENTS: you CANNOT begin your internship until it has been authorized by an IEE advisor.
Academic Internships for International Students

At California State University Fullerton, academic internships and Curricular Practical Training (CPT) are jointly administered by the Office of International Education & Exchange (IEE) and the Center for Internships & Service-Learning. The two offices collaborate closely in offering services and resources to streamline the academic internship application procedures.

Before an academic internship is approved, both IEE and Center for Internships & Service-Learning must verify the student's eligibility requirements. CPT or academic internships for F-1 or J-1 visa students are regulated by the U.S. Citizenship & Immigration Services (CIS). In this respect, the role of the advisors in the IEE office is to review and determine an international student's status before authorizing CPT. Important: students cannot begin working until after CPT is authorized by an advisor in IEE.

The Center for Internships & Service-Learning's role is to review and evaluate a student's academic eligibility. The Center for Internships & Service-Learning works closely with faculty internship coordinators. Therefore, approval from both the Center for Internships & Service-Learning and the academic department (faculty internship coordinator) are an important part of the internship application procedure.

This handout explains the step-by-step procedure for you to obtain and register for an academic internship.

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>RESPONSIBLE OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step I. Finding academic internships</td>
<td>Center for Internships &amp; Service-Learning (Titan Connection)</td>
</tr>
<tr>
<td>Step II. Academic Internship Approval</td>
<td>Academic Department / Faculty Internship Coordinator AND Center for Internships &amp; Service-Learning</td>
</tr>
<tr>
<td>Step III. Immigration regulations &amp; Final CPT Authorization</td>
<td>Office of International Education &amp; Exchange</td>
</tr>
</tbody>
</table>

**NOTE: F-1 students cannot begin their internship until after completing Step III.**

**Step I. FINDING ACADEMIC INTERNSHIPS**

**How do I obtain an academic internship?**

1. **Use Titan Connection:** You can locate and apply for positions through Titan Connection, an online resource of the Career Center. You can access Titan Connection through your student portal, by logging in with your campus-wide ID and password.

2. **Research and find an internship position on your own:** You may do your own research to find an academic internship position. After you receive a formal offer for an