

Curricular Practical Training

Int'l students are permitted to complete an internship OFF-CAMPUS with the Int'l Student Advisor's approval and with a CIA approved institution. You can work up to 20 hours per week, while school is in session and can increase hours to 40 hours per week during school breaks, such as the Summer vacation period. This information is for a PAID internship experience. If you receive an internship offer that is a 'volunteer' position you will not need to complete any paperwork; however make sure the experience is listed on your resume.

Steps to Employment Success:

1. Search for available internships by visiting the Career Center to update your resume and by visiting www.cia.edu/student-life/career-center/for-current-students/resource-library. You can also check out College Central at www.collegecentral.com/cia for online postings.
2. Apply for the internship with the specific company/agency where you would like to work.
3. Obtain an internship offer on the company/agency's letterhead indicating your name, job title, type of work, hours per week, start date, supervisor's name and the institution's EIN#. This letter is important and will be submitted as part of your social security application.
4. Visit the Career Services Office to begin the Credit Bearing Internship Application.
5. Visit the Int'l Student Services Office to begin the CPT paperwork. Bring along the employer's job offer letter. I will issue another letter to the Social Security Administration verifying your employment, as well as issue you a new I-20 containing employment authorization, dates of employment and my signature. I will also provide you a social security card informational packet.
6. Visit the local Social Security Administration located on East 9th Street to apply for your social security card. Bring both letters with you, a completed social security application that can be found at <https://www.socialsecurity.gov/online//ss-5.pdf>, as well as your passport, visa, current I-20 with my signature at the top of page three and I-94 card <https://i94.cbp.dhs.gov>
7. Visit www.riderta.com to plan your trip to the Social Security Office and find out the bus numbers, routes and times of departure. When you arrive, make sure you grab a paper number to confirm your place in line.
8. Allow 4-6 weeks for your social security card to arrive in the mail (make sure you've provided a valid mailing address on your social security application.)
9. Complete the 'New Hire' paperwork with the internship site. This is a necessary step if you wish to be paid!
10. Provide a copy of your new social security card to the International Student Office and to the Human Resources Office.