Congratulations on finding a paid internship. If you are an International Student on an F-1 visa status and wish to have a paid internship, you need authorization by the Department of Homeland Security (DHS) before you can work. Your best option for authorization of a paid, learning-based internship is Curricular Practical Training (CPT).

Curricular Practical Training (CPT):
- CPT is an authorization allowing you to have a paid internship as long as it is a component of your education; you must register your internship for credit.
- CPT is only available during your 4 years at Mac, and must be renewed for each internship.
- There is no limit to part-time CPT. However, if you do 12 months of full time CPT, you can forfeit your OPT. Don’t worry, it is very unusual to do 12 months of full time CPT.
- CPT should be done in coordination with the Internship Program, a faculty sponsor, and your work site.
- See back for more details.

Summer Internships:
- If you would like a paid internship in the U.S. during the summer, you must register your internship for credit. Start the registration process early. You don’t want to risk losing a paid internship because your papers weren’t submitted in time. **Deadline is Friday, May 29, 2015**
- International Students completing a summer internship are eligible for a 1-credit tuition fee waiver. (Tuition for Summer 2014 was $1,411 per credit).
- The waiver is intended to help students who are required by an outside entity (The DHS or an employer) to receive credit in order to complete their internship.
- Contact Mike Porter at porter@macalester.edu or 651-696-6251 for details.
Steps to Internship Registration and CPT Authorization:

1. You must register your internship for credit. To do so, visit the Internship Program in Kagin Commons 1st floor and pick up a registration handout. The handout will give you information about the registration process. This information can also be found on our website at www.macalester.edu/internships/registering

2. Go to our website: www.macalester.edu/internships/resources/forms and find the online Learning Contract/Internship Agreement. Complete your learning contract and submit it to our office. We will email you a printable version in which you will need to FULLY gather all signatures.

3. Turn in the signed Learning Contract and the position description to the Internship Program Office. The Director will sign your learning contract and give you a copy of the Learning Contract for visa verification.

4. Take your completed Add/Drop form (or summer registration slip) to the Registrar’s Office to complete your academic registration.

5. Take the copy of your Learning Contract, your I-20, and your passport/ID to the International Student Programs for a CPT application. As soon as the completed papers are in, authorization will be completed in approximately 24 hours.

For visa/authorization questions, contact Aaron Colhapp, Director of International Student Programs, at 651-696-6078 or colhapp@macalester.edu or Assistant Director Luyen Phan at 651-696-6849, or lphan@macalester.edu.

MACALESTER COLLEGE
INTERNSHIP PROGRAM

Located in Kagin Commons 1st floor. Contact at 651-696-6128 or internship@macalester.edu

Visit us online at www.macalester.edu/internships

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