## International Students (F-1) Steps for an Internship: Faculty and Staff Guide

Below are steps that international students should take to secure an internship and the required Curricular Practical Training (CPT) employment authorization. Faculty/staff can use this guide to refer students to appropriate resources.

For more information, please contact Career Center (408-924-6031/careerhelp@sjsu.edu) or International Student and Scholar Services (ISSS) (408-924-5920/international-office@sjsu.edu).

### Step 1. Attend Employment Workshop

Employment workshops for international students are facilitated by ISSS International Student Advisors and held every Thursday at 10:30am and every Friday at 3:00pm. The workshop location and more details can be found on www.sjsu.edu/isa

### Step 2. Consult with an Academic/Faculty Advisor

International students must enroll in an internship or self-study course in order to apply for CPT. Students need to consult with their academic department to confirm if this course is offered.

### Step 3. Create a Job Search Strategy

“Strategies for Landing a Job or Internship in the US: A workshop for international students” is offered at the beginning of each semester by the Career Center. Online resources including SJSU Handshake and Goinglobal are available to students. Master’s advising/graduate group on select Wednesdays and drop-in appointments are offered. Dates and more information can be found by clicking Program Calendar found on http://www.sjsu.edu/careercenter/.

### Step 4. Review Resume

View the Resume 101 workshop and develop a draft copy of your resume. Students can get their resume reviewed during drop-in sessions available on Monday to Thursday at the Career Center (ADM 154/255) or by joining the Virtual Career Chat on Select Fridays. Click Program Calendar found on http://www.sjsu.edu/careercenter/ for specific dates and times for both services.

### Step 5. Prepare for the Interview

Students can attend the “Interview with Confidence” workshops offered at the Career Center or practice their interview skills using Big Interview. Students can request for mock interview appointments with their assigned Career Counselor at the Career Center.

### Step 6. Submit CPT Documents to ISSS

A CPT application must be submitted along with an internship offer letter to ISSS in order to request work authorization. ISSS takes 1-15 business days to process the work authorization document (a new Form I-20 for CPT).

### Step 7. Pick Up I-20

Once a student’s new CPT I-20 is issued, the student will receive an email to pick up the document at the ISSS front desk. The second page of the I-20 will show the student’s work authorization information. Students should NOT start their internship until they have been granted CPT authorization and may only work for the employer and the period of time shown on their CPT I-20.

### Step 8. Apply for a Social Security Number (SSN)

Students who do not already have a social security number will need to apply for one after receiving their CPT I-20. Instructions on how to do this will be provided by the ISSS office.

### Step 9. Report your success

Share your internship success story. Contact careerhelp@sjsu.edu to schedule a time to discuss.