Master of Science in Software Management
Summer 2022 Internship Registration Procedure

Please read the information below carefully. Note that there is a separate procedure for Domestic/Non-F1 students & F1 students. If you have any questions, please feel free to reach out to Leia Delabahan (leia.delabahan@sv.cmu.edu)

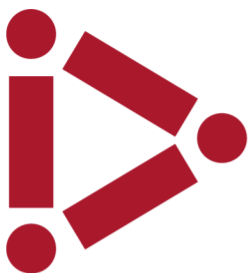## Procedure for Domestic and Non-F1 Students:

Once you find your internship:

1) Gather & review the following documents:

-Employer Offer Letter (Must include number of hours per week OR if the job is full-time/part-time, employer address with zip code, start & end-date of employment, and job title with a brief position description)
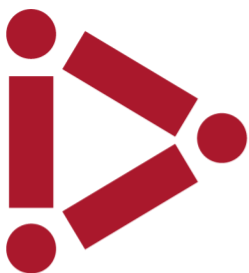
2) Complete the iii Summer Internship Request Submission Form (shared with students in Spring 2022 via the iii Current Student Website -- form must be completed to register into the internship course). Students will be asked to submit their offer letter through the internship request form.

3) Once your documents have been submitted and reviewed, you will be registered into the *49793 - Practical Training in Software Management* course!

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Procedure for F1-Students:

1) Students complete the required [CPT OIE E-Learning Course](#) using their Andrew ID credentials. Students must complete this course before applying for a CPT I-20.

2) Once you find your internship:

1. Get your Employer Offer Letter (must include number of hours per week OR if the job is full-time/part-time, employer address with zip code, start & end-date of employment, and job title with a brief position description; template can be found on the CMU iii Current Student Website
2. Fill out the top section of the [CPT Academic Advisor Request Form](#) (found on OIE website -- do not fill this out until after completing the CPT OIE E-Learning Course)

3) Complete the [iii Summer Internship Request Form](#) (shared with students in Spring 2022 via the iii Current Student Website -- form must be completed to be registered into the internship course). Students will be asked to submit their offer letter and CPT Advisor Recommendation Form through the form.

4) After reviewing your submission, Leia will enroll you into the 3-unit *49793 - Practical Training in Software Management* course. You will use the proof of enrollment in your SIO account to apply for your CPT I-20.

5) You will submit the information to MYOIE portal, which includes:

1. Signed CPT Academic Advisor Request Form
2. I-94 record
3. Proof of summer enrollment
4. Employer letter

6) Your CPT I-20 will be mailed directly to you after OIE has processed. OIE will collect shipping information from you when you submit your CPT I-20 processing documents.

7) Your CPT I-20 is what you will bring/show to your employer as your proof of ability to work.

Updated: 2/23/2022

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