

INTERNATIONAL STUDENT INTERNSHIP REGISTRATION GUIDE

Students can't intern until they have received an authorized I-20/DS-2019 from the DSO/ARO. Students can only work for the duration printed on the I-20/DS-2019.



START HERE

Meet with the DSO (Designated School Official)/ARO (Alternate Responsible Officer) to approve your eligibility.

Note: International students must complete two semesters (Spring/Fall or Fall/Spring) in order to be eligible for CPT and internships MUST be related to the students major.)



Obtain instructions for completing online internship registration paperwork in Handshake from your Internship Faculty Coordinator. Flip over for how directions on how to register your internship in Handshake

Once the internship registration form is completed and fully approved in *Handshake*, paperwork will be sent to International Student Services to obtain the DSO/ARO signature. The DSO/ARO will sign and make a copy of the form.

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Students will make an appointment with the DSO/ARO for a new I-20/DS-2019 with CPT listed on it. 4

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Students will submit the Academic Training Recommendation Form to the ARO, which can be found on *MyMarist* > *Resources* > *Forms & Resources under International Student Services* > *Student Forms*.

FLIP OVER



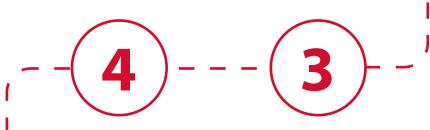


HOW TO REGISTER YOUR INTERNSHIP IN HANDSHAKE

After accepting an internship position, students must discuss it with their Internship Faculty Coordinator FIRST and then they will be guided to Handshake.



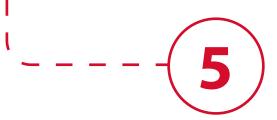
Log into your Handshake profile: marist.joinhandshake. com/login Click Career Center on the left navigation menu, then click Experiences.



Select your experience details by choosing the Experience Type and Term from the dropdown options. Both of these fields are required.

Note: You cannot register for an experience type outside of your major or minor.

Click the Submit an Experience button.



Complete the registration form and click *submit*.