



# 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.

1

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.)*

2

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*

3

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.

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

4

5

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

MARIST

CENTER FOR CAREER SERVICES



# 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.

1

Log into your Handshake profile:  
*marist.joinhandshake.com/login*

2

Click *Career Center* on the left navigation menu, then click Experiences.

4

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.*

3

Click the *Submit an Experience* button.

5

Complete the registration form and click *submit*.

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