Global Carolina
UNIVERSITY OF SOUTH CAROLINA

CIP CPT
How to apply and useful links

Step 1: Connect with the Career Center and find an internship.

Visit the career center **website** or visit their office in person and ask about internship opportunities. They will help you navigate **Handshake** and give you more information about the **Carolina Internship Program**.

Step 2: Submit internship information to Career Center and wait for approval.

Upload your internship offer letter to Handshake and **enroll in the CIP program**. Career Services will then send you forms to sign, including the USC Experiential Education Agreement form. After all the necessary forms have been submitted to the Career Center, wait for their approval.

Step 3: Email completed CIP CPT and Education Agreement forms to the ISSS office (iss@sc.edu) and wait for a new I-20.

ALL CIP AND CIP CPT APPLICATIONS ARE DUE BY THE ADD/DROP DATE OF EACH SEMESTER.

You can find the **CIP CPT form** in our forms library. Forms can be printed and dropped off at our front desk or emailed. You **MUST** wait for ISSS approval before you can legally start working. Your authorized work dates for CPT will be listed on your new I-20, which will be emailed to you after approval. This process can take up to 5 business days, so be sure to apply in timely manner.

Step 4: Start your internship and be remarkable!