

We welcome DACA and international students to participate in Cal Teach, however we need to understand your immigration status in order to arrange your internship. In particular, some of our funding may directly support only U.S. citizens or permanent residents. International students may need their visa altered to permit an off-campus internship. Please inform the Cal Teach office as soon as possible if you are not a U.S. citizen or permanent resident.

### **International Students**

1. Wait to hear about your placement.
2. Print the Curricular Practical Training (CPT) Request form found in the Cal Teach Intern Toolkit on the Cal Teach Website. Complete Sections A and B of the form.
3. Cal Teach is acting as your “Major/Grad Advisor or Supervising Faculty”. Go to Cal Teach office to get Section C signed.
4. Fill out the International Intern Hire Letter found in the Cal Teach Intern Toolkit on the Cal Teach Website with your personal placement details (address of intern placement school, your name, start date and end date, host teacher’s name etc). Print.
5. Visit host teacher at your intern placement and have them sign the Hire Letter.
6. Print a copy of your course enrollment for the appropriate term(s) from your MyUCSC Student Portal.
7. Make an appointment with an ISSS advisor (call 831-459-2858) or stop by Classroom Unit Rm 101). For your appointment bring: your CPT form, hire letter, AND, course enrollment print out.
8. Get your hire letter signed by your host teacher the hire letter you completed in step 4.
9. Pick up your new I-20 with CPT authorization at the IEO front desk within 3-5 business days.

### **DACA Students**

1. Provide Cal Teach a copy of your EAD card
2. Contact Cal Teach to fill out the Payee Set Up Request 204 Form