UNIV099: Internship Seminar

INTERNATIONAL STUDENTS ON F-1 VISA:
Please review and understand CPT requirements prior to registering for this course.

How to Register for UNIV099:

1. Visit www.careers.umd.edu and click on the “Careers4Terps” link in the top left corner. Log in using your directory ID and password. If you have not used “Careers4Terps” before or have not signed in this semester, you will be asked to update your information before you can access the application.

2. Once in Careers4Terps, click “UNIV099 Application” under the Shortcuts list on the right side of the homepage. To start a new application, click “Add New Experience”.

3. Fill out the “Student Information Form”, “Internship Information”, and “Learning Contract” all located in the first tab. You MUST print this form, have the Supervisor from your host organization sign it.

4. Obtain an offer letter from your internship site. Your offer letter MUST include all of the information listed below. If your offer letter does not include the following information, it will slow down the registration process for this course.
   - Must be on company/organization letterhead.
   - Includes a statement that specifies this experience is an internship and how it connects to your academic coursework.
   - Lists your internship start date and end date. If you are an international student, these dates must fall within the beginning and end of the term for which you are applying.
   - Has the exact number of hours you will intern per week.
   - Lists the physical address of the workplace in the body of the letter (only having the address listed in the letterhead DOES NOT meet this requirement). Home offices are not permissible locations.
   - Includes the name of your internship supervisor.
   - Describes what you will learn from the internship (position description).
   - States compensation (list payment per hour or as “unpaid”).

5. Submit both your learning contract and your offer letter to the University Career Center either via email (univ099@umd.edu) or drop off to the University Career Center (3100 Hornbake Library, South Wing).

6. Check your email. A University Career Center staff member will review your paperwork and will email you (PLEASE ALLOW UP TO 5 BUSINESS DAYS) regarding your course registration eligibility.

7. Register for UNIV099 on Testudo after you have received an email from the University Career Center saying that you have permission to register.

8. Make the payment online at http://bursar.umd.edu/index.php and click on "Pay Online Here". The fee for the Spring/Fall is $60 and for the Summer/Winter is $30.

9. If you are an international student in need of CPT, you will then need to take your paperwork to ISSS for work authorization. Follow this checklist to make sure you have everything you need for ISSS!