



Registration for Academic Internships for INTL Students

Step 1: Find a Site on Titan Connection

- Log on to the *CSUF homepage*, www.fullerton.edu
- At the *Portal Logon* and the bottom of the page, input your Campus-Wide ID number and pin number.
- Under *Quick Links* on your Student Portal page, click on *Career Center*.
- If you have never been to this page before, you may have to fill out a short form to access the database.
- Click on *Jobs & Internships* on the blue toolbar on the left
- Click on *Jobs & Internships on Titan Connection*
- Click on *Jobs & Internships* on the toolbar at the top toolbar on the webpage.
- Highlight and Click *Titan Connection jobs*
- Highlight *Academic Internships* under position type
- Click *Search*

Step 2: Complete CICE Registration

You must have an offer from an internship site prior to registration to complete this registration process.

- Navigate to <http://www.fullerton.edu/cice>
- Click on *CICE Registration*
- On the CICE Online Registration page, click on *Begin CICE Registration*
- Input your Campus username and password and click *Login*.
(Same as your portal login)
- Select: *Academic Internship* or *Service-learning*
- Click on *Begin Registration*
- Complete *all* boxes that are not already completed for you on the *Student Registration* form. Click *Continue*.
- Enter *Emergency Contact* information and click *Continue*.
- Click on *Add Course*, fill in course information and click *Continue*
- If you need a *PERMIT* to enroll in the course, **obtain Faculty Internship Coordinator's** approval and signature for your course enrollment.
- **Return to your department** with signed form. Your department will permit you.
- **Enroll** for appropriate internship course
- If you do not need a permit to enroll in course, simply click on *Continue*.



Step 3: Complete Placement and Consent

- The next step is the *Placement Form*
- Click on **Add a placement site** to choose a placement site.
- Complete all the information requested and click *Continue*
- The next screen will be the *Consent Form*. Please read the consent form carefully.
- When you have finished, click on *"I Agree to this consent form"*
- Click on **"Submit Registration Form"**
- Print a copy to turn in to IEE.

Step 4: Verification and approval

- Bring the completed registration forms to LH-206 for placement verification.
- CICE will verify your placement information with your site

Step 4: Obtain I-20 From International Exchange Office

You must obtain an I-20 if your internship site is offering a PAID internship for you, if not your registration process ends here.

- **Once you are enrolled**, please submit the completed form with faculty and CICE signatures to IEE for final authorization
- IEE will issue your I-20 upon receipt of your complete CICE registration packet.

Need Assistance?

Visit Us: Langsdorf Hall 206

Monday-Friday 8am-5pm

Call Us: (657) 278-3746

Email Us:

cice@fullerton.edu