1. Obtained an internship offer outside of Columbia

2. US citizen or permanent resident?

3. Are you an F-1 visa holder?

4. See ISSO

5. Is it paid?

6. Does the employer require I-9 & CPT work authorization?

7. Does the employer require academic credit?

8. Are you I-9 & CPT authorized?

9. Register for IEOR E4999

10. Cannot engage in internship at this point in time

11. Email info@ieor.columbia.edu to obtain dept approval. Include the following:
   (1) scanned (or electronic) offer letter
   (2) screen capture of SSOL page confirmation that you are registered for CPT

12. If you require I-9 & CPT authorization, the IEOR department will email you once you are authorized

13. Visit the ISSO with:
   (1) department authorization letter
   (2) employer offer letter
   (3) I-9

14. Engage in internship

During the first two weeks of classes (i.e. add/drop period), you may register for the course via SSOL. After the add/drop period, and before the fourth week of classes, you need to fill out an ADD/DROP form in order to register.