**International Green Fellows Information**

Congratulations on your acceptance to the Green Fellowship! As an international student, there are a few more steps you have to take before the start of the fellowship.

**Apply for CPT:**

1. Attend a CPT workshop, dates can be found here <https://www.utdallas.edu/calendar/search.php?search=CPT+Workshop+for+F-1+Students&x=21&y=23>
2. Apply for an Experience through Handshake, make sure to check your email and comments for the application often. You will need an offer letter and a job description; the template can be found here. <PDF should be attached in the email>   
   The Career Center typically takes 7-10 business days to process the request.
3. After your Experience has been approved, you will be enrolled in an internship course, BIS 4V04, one credit hour is all you need.
4. Once you have attended a CPT workshop, your Experience has been approved by the Career Center, and you are enrolled in the internship course, apply for CPT through iComet. The application should be processed in 1-2 business days.
5. Apply for a social security number, if needed. Steps to do so can be found here. <https://www.utdallas.edu/isso/ssn/> You will be able to request an SSN letter along with your CPT authorization.
6. All requirements and application steps can be found here. <https://www.utdallas.edu/isso/cpt/>
7. **Do NOT start the fellowship before receiving and signing your new CPT I-20. If there are delays in the process, make sure to communicate with Deb McGill or Erika Anderson.**

**UTSW International Office:**

1. Within the first three days of beginning the fellowship, bring your passport, I-20, social security card, and I-94 to the international office and fill out employment paperwork.
2. You do not have to fill out the I-9 during new employee orientation.

**During the Fellowship:**

Make sure you keep up with the coursework of BIS 4V04. There are assignments associated with the course and you will be graded based on those assignments.

Good luck and have fun!