Dear Department Chair,

An international student in your department has been offered an internship opportunity which he/she is eager to accept. Believing that internships provide a great opportunity for our international students to gain professional experience, as well as experience another side of U.S. culture, we encourage students to take advantage of these opportunities.

International students are limited by the terms of their visas and may only work off campus under specific circumstances, including internships, which in immigration terminology is called Curricular Practical Training, or CPT. The students apply in our office to get authorization to do CPT. One of the requirements is that the student must get the recommendation of their academic advisor or department chair, so the student may have brought you a form to sign. Another requirement is that the student must earn internship credit, and it is for this reason that we are writing you this letter.

International students can certainly enroll in the regular state-support internship course offered by your department, but as non-residents, it costs them $372 per unit. In the case where the student is doing a full-time internship and not taking any other classes during the semester, the student will incur both registration fees of $3513 plus $372/unit. Many of the international students have very limited financial support and struggle to pay the fees through the course of their degrees.

If you are willing to consider it, there is an option which is much more affordable for the international students – setting up the internship course as a special session course through Regional and Continuing Education. You (or whoever you designate) would be listed as instructor of record for the course. Assuming you were willing to waive your salary, the student would pay $60 per unit, with no registration fees.

To set up a special session, all that you need to do is complete the Special Session Course Proposal and submit it to RCE. A writable version of the form and instructions are available at [http://rce.csuchico.edu/information/faculty/special-session-proposal-instructions](http://rce.csuchico.edu/information/faculty/special-session-proposal-instructions).

You can reach RCE at 898-6105 if you have any questions about setting up a special session course and you can reach us at 898-5415 if you have any questions about international students' visa regulations or other international student issues.

Thank you for your consideration,

James Luyirika-Sewagudde, Jr.  
International & Exchange Advisor

Cindy McKay  
International Student Advisor