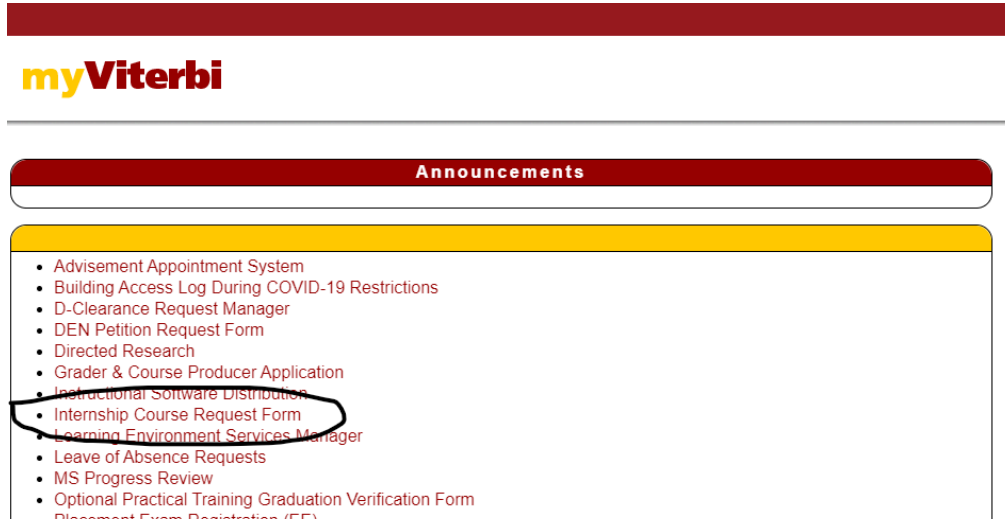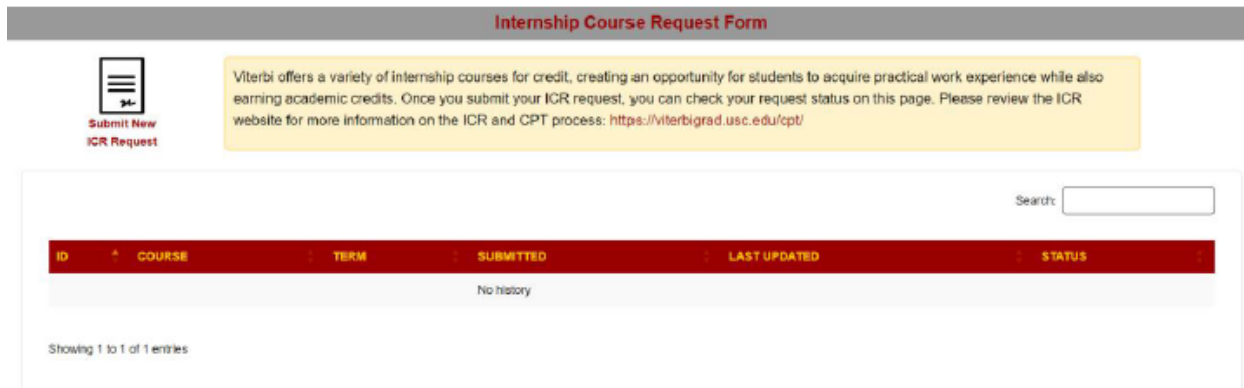# Internship for Credit Student Application Instructions in myviterbi.usc.edu
ENGR 597/598

Steps:
1. Go to myviterbi.usc.edu to Submit Application (ICR)
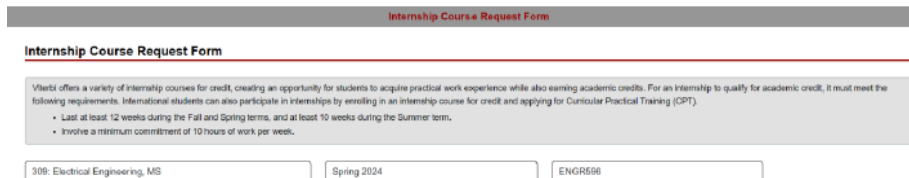2. Select the Internship Course Request Form link in myviterbi.usc.edu

3. In the Home Screen upon logging in, all requests submitted by students will be listed here. The student will also be able to start a new ICR. Here you can submit a new request or view previously submitted request details.

4. After selecting "Submit New ICR Request you will choose an eligible course and semester.

   a. Select the term:
      i. If the term is unavailable, we are currently not accepting applications
      ii. If the student does not meet the minimum GPA requirements for the desired term a message will be displayed, and the term will have a trailing ⚠ icon.

If the student has a pending request or an approved request for the desired term a message will be displayed, and the term will have a trailing ⚠ icon

iv. If the student is currently enrolled in an ENGR course for the desired term a message will be displayed, and the term will have a trailing ⚠ icon

5. **Next Page of Application Form -** If any of the "Course Information" is incorrect, the student will need to start over.

a. You will complete Student Information, Internship Offer Information, and Internship Company Information
b. You can only upload one single pdf file (Students will be able to upload more PDF files after their request was successfully submitted if needed or requested by staff)
c. Work Modality -Only Hybrid work modality requires "How many days in office.

d. Click SUBMIT to submit your request - Successful submissions will:
   i. Create an ICR request.
   ii. Take the student back to the Home Screen.
   iii. A green status message will be displayed at the top of the Home Screen confirming the submission.
   iv. An email will be sent to the student confirming the submission.
6. To review your submission or respond to staff requests select your request in the Homepage, this is what you will see:

a. You can add additional documents or reply to staff about your submission
   i. You can only add notes if the GASP or VCC office leaves you a note request information or documents

   ii. After you leave notes/provide additional documents you must send the application back to the GASP/VCC Office for them to review your updated information or documents. Please scroll down and select the "complete" button

Date	Note	Who
02:20 PM	test	

Enter note here (200 characters max)

Send Student Note

Please review notes and follow any instructions. After addressing all outstanding tasks, press the "complete" button to notify your advisor that your ICR request is ready for their review.

Complete

b. If your application and D-Clearance have been approved by the GASP and VCC office you will get a message to log in to myViterbi and review the Section number from the notes section.

c. For international students: Once you register for your course, you will need to wait 24 hours before the system can generate the CPT PDF you need to submit to Trojan International
   i. The button does not display if you haven't registered for the course and waited at least 24 hours.
   ii. When the student generates the CPT PDF, the Internship Course Request system will capture the date and time and update the request displaying the date to both staff and students in the Request Details screen above the "Generate CPT PDF" button.

d. Once you download CPT PDF you can log in to Trojan International and complete the remaining process with OIS
   i. After you complete this process if you have any changes (start/end dates, location, wages, etc.) please contact OIS. The GASP office and VCC will not need to know about changes or updates.

If students have further questions, they should contact engrinternshipcourses@usc.edu or attend Internship Course/ D-Clearance Drop-in sessions found on the Internship for Course Website.

If the application in myViterbi is not showing you the information found in this guide, there could be a technical issue and students should contact Viterbi IT for assistance. The GASP and VCC office will not be able to assist with technical problems related to the application system not working.