Instructions for Internship Application through the SEAS Portal

SEAS Force Registration Portal: https://academics.eng.buffalo.edu/force-registration/request

Log in (if prompted)

Make sure your name, person #, and email are correct

Enter the semester for which you are submitting the request for (i.e., Summer 2021)

Course subject: CSE

Course number: 598TUT Internship (or CSE 700 Independent Study if applicable)

Tutorial: Choose the first instance of CSE 598: CSE 598TUT KEN ARR 12:00AM -12:00AM
Kennedy, Oliver

Reason for request: Permission required

Justification: Applying for an internship (and whatever other details you wish to include)

Credit Amount: 1

Document upload:
        Internship Application (on CSE website and MS Advising Piazza page)
        CPT Academic Advisor Recommendation Form
        Offer letter from company

After submission:

CSE Grad Coordinator or Internship Coordinator will inform you if there is an error in any of your materials. Once approved, the Grad Coordinator will force register you for CSE 598. Then you may proceed with your CPT application.