# CPT Authorization Process (Undergraduate/Graduate)

Curricular Practical Training (CPT) is a program provided by the US Government that allows F1 visa students the opportunity to work off campus in the field of their study during their program as an integral part of their education. Both credit and non-credit bearing positions are eligible.

The College of Engineering and Computer Science sponsors both part time and full time CPT authorization for full time students to encourage experiential learning within students’ areas of expertise as practical supplementation to their primary goal of achieving a degree.

Students must meet both University Center for International Education (UCIE) and the requirements established by their academic department within the College of Engineering and Computer Science.

## 1. Eligibility Criteria

- **a.** CPT must be an integral part of an established program and directly related to the student’s major area of study as determined by their College.
- **b.** Students are CPT eligible after having completed one (1) academic year [two (2) semesters] of full time study in valid F1 status in the United States at any institution, including undergraduate or graduate.
- **c.** CPT is authorized for one (1) semester at a time and must be pre-approved. CPE course [non-credit bearing] will appear on the student transcript. If the student is receiving academic credit, the student will register in the appropriate course (department permission).
- **d.** Students must be in good academic standing (undergraduate 2.0; graduate 3.0).
- **e.** Students on a Program Extension are not eligible for CPT.

*For complete information on program eligibility criteria, please see UCIE*

## 2. General Requirements

- **a.** Students must submit the electronic Internship Agreement Form and the official Offer Letter to the Brandeberry Career Development Center (BCDC) for review. The Offer Letter must contain:
  - organization’s name, address, and point of contact
  - job title and brief description of duties
  - hours per week, and beginning/end dates of the position
- **b.** Students must submit the Academic Departmental Certification Form to their academic department. BCDC will send internship information to academic department for review.
- **c.** Students must submit the completed CPT Application to UCIE.
- **d.** Graduate students who have been awarded a GA/GTA/GRA position can not simultaneously participate in full time CPT.

*For complete information on general requirements, please see UCIE or BCDC*

## 3. Department Requirements

- **a.** Biomedical, Industrial and Human Factors Engineering (BIE)
  - CPT is required to be listed on a student’s approved program of study.
  - Eligibility for students with part time CPT will be limited to two courses (6-7 credit hours). Students must sign the Acknowledgement of Maximum Graduate Credit Hours with CPT form.
  - Eligibility for students with full time CPT will be limited to one course (3-4 credit hours) if they have a 3.4 GPA or higher. Students who do not have a GPA of 3.4 or higher will not be permitted to take courses with their full time CPT. Students must sign the Acknowledgement of Maximum Graduate Credit Hours with CPT form.
  - Copy of offer letter
b. Electrical Engineering (EE)
- Student submits Independent Study form, offer letter (including organization, job description, hours per week) and UCIE packet to EE
  o IS form (EE 7900/4990) must be approved by department chair
  o Method of Evaluation will be a report (4 pages, maximum) on the learning experience, due by the last day of finals. Report will be graded by the faculty monitor for the project. Grading for EE 7900/4990 will be P/U
- Graduate students update Program of Study; 1 credit of EE 7990 specific to CPT will apply to a student’s degree
- Undergraduate credits will not count towards the 120 credits for the BSEE

c. Computer Science and Engineering (CSE)
- Student fills out UCIE CPT application
- Student fills out Internship Agreement Form for BCDC
- Student has an approved program of study on file in CSE
- Student submits department certification form
- Student submits complete CPT application and offer letter to CSE which should include the following:
  o Notation of work hours: full time/part time
  o Employer contact information
  o Employment dates
  o Previously authorized CPT work periods

d. Mechanical Engineering (ME)
- Student fills out UCIE CPT application
- Student fills out Internship Agreement Form for BCDC
- Student has an approved program of study on file in ME
- Student submits department certification form
- Student submits complete CPT application and offer letter to ME which should include the following:
  o Notation of work hours: full time/part time
  o Employer contact information
  o Employment dates
  o Previously authorized CPT work periods

4. Part time CPT
a. Fall and Spring semesters: Students must be enrolled full time and work part time.
e. Summer semester: Students are eligible for part time CPT for summer semester regardless of enrollment.

5. Full time CPT
a. Fall and Spring semesters: Students are eligible for full time CPT for one semester. Students are allowed to work two consecutive semesters of full time CPT if one of those semesters includes Summer. Students are not permitted to work full time CPT for both Fall and Spring semesters.
b. Summer semester: Students are eligible for full time CPT for summer semester regardless of enrollment.

Definitions
<p>| Part time enrollment | Undergraduate part time enrollment is registration in 11 credit hours or less per semester. Graduate part time enrollment is registration in 5 credit hours or less per semester. |</p>
<table>
<thead>
<tr>
<th>Full time enrollment</th>
<th>Undergraduate full time enrollment is registration in 12 credit hours or more per semester. Graduate full time enrollment is registration in 6 credit hours or more per semester.</th>
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<tbody>
<tr>
<td>Part time CPT</td>
<td>Part time CPT authorizes the student to work up to 20 hours per week.</td>
</tr>
<tr>
<td>Full time CPT</td>
<td>Full time CPT authorizes the student to work more than 20 hours per week.</td>
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CPT Process: 3/28/2016 Brandeberry Career Development Center