



# CURRICULAR PRACTICAL TRAINING (CPT)

## *Graduate Students*

### WHAT IS CURRICULAR PRACTICAL TRAINING (CPT)?

CPT is an employment option available to F-1 students in which the work experience is considered to be an integral part of the curriculum or academic program. This employment may be an internship, cooperative education job, a practicum, or any other pre-approved work experience.

### AM I ELIGIBLE TO APPLY FOR CPT?

You are eligible for CPT if you meet the following criteria:

- Are a matriculated student in good standing at the University of Utah
- Have a minimum 2.5 GPA
- Have a job offer that is related to your field of study and is an integral part of your degree program
- Have held legal F-1 student status for nine (9) consecutive months.

**Please note:** Students in programs which REQUIRE immediate participation in curricular practical training may begin their training before they have been here nine (9) months.

### HOW DO I MAINTAIN MY CPT ELIGIBILITY?

#### PART-TIME CPT:

- Work 20 hours or less per week.
- Simultaneously enrolled as a full-time student. This means you should be taking nine (9) credit hours of coursework or 3 credit hours of thesis/dissertation research.

#### FULL-TIME CPT:

- Work between 21 and 40 hours per week
- Allowed **only** during vacation semester and university breaks. The semester you graduate is not considered a vacation semester
- If you wish to work full-time during any other time period, please contact the International Center

#### ADDITIONAL INFO:

- CPT is only granted one semester at a time
- At the beginning of each CPT semester, you are required to submit the following:
  - Formal offer letter
  - 3 learning objectives
  - Student Information & Learning Agreement.
- At the end of each CPT semester, you are required to submit the following:
  - An evaluation from your supervisor (form provided by Career Services)
  - A 300-word summary of your progress towards meeting the learning objectives.

## HOW DO I APPLY FOR CPT?

### **DOWNLOAD THE STUDENT INFORMATION SHEET**

Complete the CPT Student Information Sheet. This form can be found at:  
<http://careers.utah.edu/downloads/CPTInfoSheet.pdf>

### **OBTAIN A FORMAL OFFER LETTER FROM YOUR EMPLOYER**

Print out the Letter to Employer at <http://careers.utah.edu/downloads/internships/CPTletter2employer.pdf>. Then, take it to your supervisor and request a formal offer letter. The letter should be written on company letterhead and include the following information:

- Your job title and formal job description
- The number of hours per week you will be working
- The proposed time period of employment (from what date to what date)
- Your immediate supervisor's name, address, and phone number
- Signed by a representative of the company

### **OBTAIN A LETTER FROM YOUR ACADEMIC DEPARTMENT**

The letter should be written on department letterhead and be written by a faculty advisor, committee member, department chair, or approved department member. The letter should affirm the following:

- The department knows and approves of your proposed work experience
- The job relates to your graduate work, and
- The job will contribute to your educational experience

### **SIGN UP IN U*CareerLink*** (Unless you already have a U*CareerLink* account)

- Go to the Career Services home page at <http://careers.utah.edu>
- Click "Sign-Up for Services" at the top of the page
- Fill in the requested information and click "Register"

### **MEET WITH PATTI HENRIKSEN TO OBTAIN YOUR CPT APPROVAL LETTER**

CPT letters *are not* issued on a walk-in basis. You *must* make an appointment. To make an appointment, please call 801-581-5726 or email [phenriksen@sa.utah.edu](mailto:phenriksen@sa.utah.edu).

Please bring the following items to your appointment:

- Completed Student Information Sheet
- Formal Offer Letter you obtained from your employer
- Three (3) Learning Objectives approved by your supervisor
- Letter from your Academic Department

### **TURN IN PAPERWORK TO THE INTERNATIONAL CENTER**

- Four copies of the CPT approval letter from Patti Henriksen
- Current I-20
- Current official University of Utah transcript

## WHEN CAN I START WORKING?

The International Center will finish processing your CPT request. If your CPT is approved, they will issue you a new CPT I-20 form. You are not allowed to start working until you receive the I-20 with the work authorization. **This process may take several days.** Please allow adequate time for your CPT request to be finalized before you plan to start working.