



Career Services

THE UNIVERSITY OF UTAH

350 Student Services Building · 801-581-6186
<http://careers.utah.edu>



International Center

The University of Utah

410 Olpin Union Building · 801-581-8876
<http://www.sa.utah.edu/inter>

CURRICULAR PRACTICAL TRAINING (CPT)

Undergraduate 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. CPT is **not** an entitled benefit.

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 held legal F-1 student status for 9 consecutive months
- 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

HOW DO I MAINTAIN MY CPT ELIGIBILITY?

PART-TIME CPT:

- Work 20 hours or less per week.
- Simultaneously enrolled as a full-time student (taking at least 12 credit hours).
- Registered for credit within your major department or through Career Services.

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.

WHAT ARE MY CPT OPTIONS AS AN UNDERGRADUATE STUDENT?

As an undergraduate student, you have two options for CPT:

ACADEMIC DEPARTMENT CPT

Not all departments offer this option. Please check with your department to see if they offer CPT.

CAREER SERVICES CPT

More information about CPT and the Career Services Internship Program (CSIP) is available on this flyer as well as on the Career Services website at

<http://careers.utah.edu/downloads/internships/UndergradCPTInfo.pdf>

HOW DO I APPLY FOR CPT THROUGH CAREER SERVICES?

IF THIS IS YOUR FIRST SEMESTER OF CPT THROUGH CAREER SERVICES

- Register for at least one (1) credit through the Career Services Internship Program (CSIP). Please visit <http://careers.utah.edu/jobs/internationalCSIP.htm> for more information and instructions.
- Turn in paperwork to the International Center. This includes:
 - Four copies of the CPT approval letter from your Career Counselor
 - Current I-20
 - Current official University of Utah transcript

IF YOU HAVE ALREADY COMPLETED AT LEAST ONE (1) SEMESTER OF CPT

- Download and complete the Student Information Sheet found at <http://careers.utah.edu/downloads/CPTInfoSheet.pdf>
- Obtain a Formal Offer Letter from your Employer. To begin, 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
- 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. 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
- Turn in paperwork to the International Center. This includes:
 - Four copies of the CPT approval letter from your Career Counselor
 - Current I-20
 - Current official University of Utah transcript
- Additionally, at the end of each semester of CPT through Career Services, you are required to submit to Patti Henriksen:
 - An evaluation from your supervisor (form provided by Career Services)
 - A 300-word summary of your progress towards meeting the learning

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.