Curricular Practical Training (CPT) Policy Guide

What Is CPT?
Curricular Practical Training (CPT) is temporary employment authorization that is “an integral part of an established curriculum” and “directly related to an F1 student’s major area of study.” It is granted by the Office of International Student and Scholar Services (ISSS) with the chief purpose of achieving a curricular objective. CPT includes alternate work/study, internship, or any other type of required internship or practicum.

Who Is Eligible For CPT?
- Students who have been in lawful F-1 status for one academic year (two consecutive full-time semesters) and have a current ACTIVE SEVIS record. Full-time enrollment as a student on a previous visa, such as H4 may count toward full-time enrollment.
- CPT opportunity MUST be directly related to a student’s declared major.
- Students who have a job/internship/volunteer opportunity that is not employment driven.
- UAC: Students transitioning from the U Asia Campus must have completed two consecutive semesters at the University of Utah main campus in F-1 status before eligible
- Obtaining a grade below C-, NC grade, failure to enroll, or otherwise failing to complete a CPT course will disqualify a student to apply for CPT the following semester.
- You must have completed consecutive Fall AND Spring semesters to be eligible for a Summer CPT. The only exception to this is if the graduate department requires FULL-TIME CPT in the first or second semester of all students in its program.
- Exception to the two-semester requirement rule: Only allowed for graduate students in a degree program that requires immediate participation in an internship of all students in its program. Approval from ISSS to participate in the first academic year is still necessary and must be noted in the course catalog for the CPT course. If required by department, CPT may be full-time or part-time.

When is CPT Authorization Required?
- If the internship is off-campus and the employer is not affiliated with the university
- If the internship is off-campus, and the employer is affiliated with the university but does not provide direct services to student
- If the internship is located on campus, but offered through a third party that does not provide direct student services
- F-1 students may work as volunteers on a part-time basis for public service, religious or humanitarian objectives. CPT is NOT required for this. If you are interested in volunteering, please visit the Study in the States Volunteering website at https://studyinthestates.dhs.gov/2013/12/volunteering-united-states
- Please review Volunteering and Unpaid Internships guide for more information.
CPT Submission Window

As CPT should be curricular and integral to your program of study, ISSS expects that the student would be aware of the need of CPT before or soon after the semester begins.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2023</td>
<td>March 27, 2023 - June 16, 2023</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>June 26, 2023 - September 22, 2023</td>
</tr>
<tr>
<td>Spring 2024</td>
<td>November 20, 2023 - February 9, 2024</td>
</tr>
<tr>
<td>Summer 2024</td>
<td>March 25, 2024 - June 14, 2024</td>
</tr>
</tbody>
</table>

Completed CPT Application Means...

CPT is only considered to be submitted to ISSS for review only after the student has submitted their portion of the application and the department advisor has also reviewed and approved the CPT e-form. Once your department advisor has approved your e-form, your CPT e-form will show as “PENDING” in UAtlas. If it is showing up as “INCOMPLETE”, it means your department has not approved it. It is the student’s responsibility to ensure they meet the completed submission deadline.

CPT Processing Time

Please allow 10 business days for processing once a completed CPT application (student submission and department approval) is submitted to ISSS. This is to ensure ISSS can provide careful review and feedback of each application. Depending on the time of the year the processing time may be fewer days or longer.

EXPEDITED REQUEST

Please understand that ISSS is not able to expedite any request as we strive to provide fair and equitable service to all students. All requests will be carefully reviewed and processed in the order received, on a first-come, first-served basis. It is the student’s responsibility to ensure they submit their CPT request in time.

Calling and emailing ISSS to request exceptions to this policy will only slow down the process, as those advisors responding to student communication are the same advisors processing CPT requests. It is the student’s responsibility to ensure they communicate their CPT status with the employer. THERE ARE NO EXCEPTIONS!

CPT Authorization Period

CPT will only be authorized for one semester at a time. Students may not begin the internship prior to the authorized start date or work past the end date listed on the I-20. A need to work beyond the listed end date will require a new CPT authorization. Working outside of the authorized dates may result in a loss of future immigration benefits. CPT with a start date in the past will not be authorized nor will CPT dates be retroactively changed per federal regulation.

Please understand that ISSS is not able to expedite any request as we strive to provide fair and equitable service to all students.
**CPT Start and End Dates**

CPT will only be authorized for one semester at a time. Your start and the end date must be mentioned on the offer letter. If you wish to pursue a CPT opportunity that spans more than one semester, you must submit a CPT request and enrolled in a CPT-eligible course for each semester that you are requesting CPT.

*Approved CPT Start and End Dates for upcoming semesters based on UU academic calendar (subject to change)*

<table>
<thead>
<tr>
<th></th>
<th>Summer 2023*</th>
<th>Fall 2023*</th>
<th>Spring 2024*</th>
<th>Summer 2024*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earliest CPT start date</strong></td>
<td>May 15 (class begin)</td>
<td>August 21 (class begin)</td>
<td>January 8 (class begin)</td>
<td>May 13 (class begin)</td>
</tr>
<tr>
<td><strong>Latest CPT end date for Continuing students</strong></td>
<td>August 20 (authorized through the break)</td>
<td>December 15 (last day of final)</td>
<td>May 3 (university commencement)</td>
<td>August 18 (authorized through the break)</td>
</tr>
<tr>
<td><strong>Latest CPT end date for Students in final semester</strong></td>
<td>August 4 (last day of finals)</td>
<td>December 15 (last day of final)</td>
<td>May 3 (university commencement)</td>
<td>August 2 (last day of finals)</td>
</tr>
</tbody>
</table>

**CPT in the Last Semester**

If summer is your last semester, it cannot be considered as a vacation semester. Fall/Spring restrictions will apply. ISSS recommends that you do not use your CPT to bridge into OPT employment. Please be aware that bridging may result in issues with your Post-Completion OPT application, STEM OPT, or H1B in the future as USCIS may interpret it as misuse of CPT. If your CPT internship unexpectedly becomes an offer for full-time OPT, we recommend seeking legal advice from an experienced immigration attorney. Students are responsible for understanding the risks involved with CPT in a final semester and should consult with an ISSS advisor for any questions.

- **Hours**: Student may choose to participate in part-time or full-time CPT in their final semester. All general rules for part-time or full-time CPT apply.
- **Enrollment**: CPT may NOT be the only course taken in the final semester unless that specific CPT course is the only remaining requirement of the program for graduation. Please keep in mind; students must also have a course that requires on-campus physical presence in their last semester.
- **Location**: CPT that is physically located outside of the State of Utah is allowed only when a student is on a summer vacation semester. Please note that if summer is your last semester, it is not considered a vacation semester. Exceptions may be made for Graduate and/or PhD students who are in a thesis or dissertation program on a case by case review.
- **GPA**: Cumulative 3.0 GPA for undergraduates or 3.5 GPA for graduates, in the most recently reported semester prior to applying for full-time CPT. All the grades from previous semesters must be posted on the CIS before we can review your application. Exceptions may be available only for students whose programs require internship participation for completion of the program.
- **Authorization Dates**: CPT cannot be authorized beyond your program end date which will coincide with either the last day of finals or for graduate students, your thesis defense date if you select that as your program end date.
Transfer Students or Students Returning to School from POST/STEM OPT

- Students returning from a period of OPT and participating in a new degree program must be enrolled in two consecutive semesters of full-time study before being eligible for CPT.
- Students transferring their SEVIS record to the University of Utah may qualify for immediate CPT if they have met the full academic year requirement at the previous institution. A transfer student must provide a current I-20 and transcripts from the previous school to demonstrate policy compliance. Please contact ISSS to see if you are eligible.

Learning Objectives

This information will be shared with department of homeland security if requested so please make sure the explanations are easily understandable to all parties. All students are required to provide a strong, detailed learning objective explaining the relationship between the CPT opportunity and their program of study. Any learning objective that does not show clear connection will not be accepted and the CPT application will be denied.

Required Course Enrollment

Students must be enrolled in the CPT course the time they submit CPT application to ISSS. Missing CPT course enrollment will result in denial of CPT or rescinding of former CPT approval.

- Must be on a **CPT Approved Course List**. If the course your department recommended is not on this list, please contact ISSS with the course syllabus and be aware this may delay the review of your CPT process while we review.
- Course must be taken for academic credit.
- Minimum 1 credit required by ISSS but ultimately up to the department for total credit. We recommend checking with your department before enrolling as it may impact your tuition benefit, scholarship, etc.
- CPT course will count toward the immigration full-time requirement
- ISSS periodically reviews the student’s authorized CPT and their course enrollments. Students who fail to stay enrolled in the CPT course while participating in CPT will have their CPT authorization discontinued as well as become ineligible to apply for CPT the following semester.

For graduate students (Masters and Ph.D.) in a thesis program, enrollment in thesis credits will be accepted for CPT authorization as long as the internship activity is necessary for your thesis research, and the experience and/or data from it will be directly and clearly used your dissertation or thesis work.

However, if your CPT experience and/or data from the internship will not be directly and clearly used in your dissertation or thesis work, you should instead register for any appropriate internship course and seek CPT authorization based on that. Please speak to your department to determine the appropriate internship course.

Exception: If the CPT internship is a part of the established curriculum and required of all students in the program to graduate, an internship course is not required. An internship must be listed in the university’s catalog as required of all students in the program for graduation and documented as such in any published program materials (i.e. website, program brochures, etc.). A department letter is not necessary if the above requirements are met.

Any student who did not enroll in the course for their CPT will be considered to have engaged in illegal work and their F-1 visa status may be at risk of termination.
How About BSIP or CSIP Course Options?

**Please note that enrollment in the BSIP/CSIP course will be done by the BSIP/CSIP advisor; not by the student. Because enrollment in BSIP/CSIP requires an extra level of approval, the course enrollment will happen after both ISSS and BSIP/CSIP have approved the student's CPT application.**

<table>
<thead>
<tr>
<th>BSIP (Business Student Internship Program) - BUS 5880 (for business students only)</th>
</tr>
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<tbody>
<tr>
<td>• If you are planning to use of this course for your internship, you must speak with the BUS 5880 advisor before submitting your CPT request.</td>
</tr>
<tr>
<td>• Please note that this option will be considered on a case by-case basis as determined by ISSS. This course SHOULD NOT be used as a means to simply get employment.</td>
</tr>
<tr>
<td>• Registration in the Business Student Internship Program (BSIP) will occur automatically by School of Business once ISSS approves your CPT and informs them.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>CSIP (Career Services Internship Program) - UGS 4950 (if an internship course is not part of your curriculum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There still may be an opportunity to participate in CPT by scheduling an internship course through Career Services.</td>
</tr>
<tr>
<td>• If you are planning to use of this course for your internship, you must speak with the CSIP advisor before submitting your CPT request.</td>
</tr>
<tr>
<td>• Please note that this option will be considered on a case by-case basis as determined by ISSS. This course SHOULD NOT be used as a means to simply get employment.</td>
</tr>
<tr>
<td>• If you wish to participate in the Career Services Internship Program, you must make your request through Handshake Experiences. Please see the link and instructions on how to request experience in Handshake, <a href="https://app.joinhandshake.com/experiences/new">https://app.joinhandshake.com/experiences/new</a>.</td>
</tr>
<tr>
<td>1. Login into your Handshake account</td>
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<tr>
<td>2. Click “Career Center” → “Experiences” → “Request Experiences” → Select Experience type, “CSIP” and Term → Follow the rest of the prompts</td>
</tr>
<tr>
<td>• Please allow 2-3 business days for the review and approval. Once approved, Career Services will be in touch with you, your internship supervisor, and the career coach you will be working with to finish signing up for the course.</td>
</tr>
</tbody>
</table>

What happens if I get laid off during my CPT and cannot complete the CPT course? Can I withdraw from the course?

NO. When CPT authorization is granted based on an academic registration, you must remain registered for the course for the entire semester for which the CPT authorization was granted. Although you were in that role for a short period of time, it is still considered participating in CPT. Withdrawing from a CPT course after you start working will be considered as unauthorized employment and is a violation to your F-1 immigration status. We request that before making the decision to withdraw from your CPT course must first be brought to ISSS for review.
**Required Course Grade**

Student must earn one of the following grades for their CPT course:

- C- grade or higher
- “Credit” if a student elected to take an internship credit for NC/CR

Student will not be eligible for CPT in the future semester if:

- Grade below C-
- “NC” grade if a student elected to take an internship credit for NC/CR
- Students who received W or EU without ISSS approval and did not meet the minimum course enrollment requirement for F-1 student (12 credits for undergraduate, 9 credits or 3 thesis credits for graduate)
- Withdrawing from a CPT course after starting work in a previous semester

**Part-Time Vs. Full-Time**

CPT may be authorized for either part-time or full-time, providing a student meets all eligibility requirements.

- **Part-time CPT**
  - 1-20 hours per week (not an average)
  - Students authorized for medical reduced course load: part-time employment may be approved if it is encouraged by the student’s physician in order to promote the student’s health and wellness and must be reflected on the physician form.

- **Full-time CPT**
  - 21-40 hours per week (not an average)
  - GPA requirements:
    - Cumulative 3.0 GPA for undergraduates, or cumulative 3.5 GPA for graduates,
    - Cumulative GPA in the recently reported semester prior to applying for full-time CPT in the fall, spring, or a student’s last semester
    - Exceptions: May be available only for students whose programs require internship participation for completion of the program. All the grades from previous semesters must be posted on the CIS before we can review your application.
  - F-1 students are eligible for full-time CPT during the summer vacation semester regardless of GPA (unless it is their first semester).
  - Students authorized for medical reduced course load: full-time employment is not permitted.
  - **WARNING:** Accumulating 12 months or more of full-time CPT will eliminate eligibility for post completion OPT. Part-time CPT does not affect OPT eligibility.

*Students are responsible for tracking their own full-time CPT accumulation. This is a federal regulation so ISSS is not able to make any exceptions.*
CPT and On-Campus Work

Student may participate in part-time CPT and part-time on campus work simultaneously. Combined, these two work authorizations may not exceed 40 hours per week. On-campus work cannot exceed 20 hours per week except in a summer vacation semester, regardless of whether part-time CPT is also authorized.

<table>
<thead>
<tr>
<th>On-campus work may NOT exceed 20 hours/week during the Fall &amp; Spring semester. Please see few scenarios below (hours per week):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• On-campus 20 hours + CPT 20 hours (part-time): allowed</td>
</tr>
<tr>
<td>• On-campus 18 hours + CPT 22 hours (full-time): allowed</td>
</tr>
<tr>
<td>• On-campus 22 hours + CPT 18 hours (part-time): NOT allowed</td>
</tr>
<tr>
<td>*During the Fall and Spring semesters, on-campus and CPT authorization combined cannot exceed 40 hours per week.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-campus work may exceed 20 hours/week during the Summer vacation semester. Please see few scenarios below (hours per week):</th>
</tr>
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<td>• On-campus 22 hours + CPT 20 hours (part-time): allowed</td>
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<td>• On-campus 18 hours + CPT 22 hours (full-time): allowed</td>
</tr>
<tr>
<td>*If summer is your last semester, it is NOT considered to be your vacation semester. You will need to follow Fall/Spring examples.</td>
</tr>
<tr>
<td>*If summer is your first semester and you have an exception to begin your CPT immediately, please speak with an ISSS advisor.</td>
</tr>
</tbody>
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Repeating CPT

A 3rd CPT request with the same employer will be considered as "employment-driven rather than driven by the curriculum" and denied unless ISSS can see a valid reason for the 3rd CPT need (some examples of a valid need: a student who must meet a certain number of internship/practicum hours for a program in order to graduate, a student enrolled in thesis hours who needs the CPT to conduct research at another location which cannot be reasonably accomplished on campus, a student who started CPT mid-semester spring and the 6 month internship will last throughout the summer and into part of fall semester). Please keep in mind that any opportunities that are employment driven are not eligible for CPT. ISSS may request additional documentation from your previous employment or training opportunities if necessary.

- A C- grade or better in their previous CPT course is required.
- Accumulating 12 months or more of full-time CPT will eliminate eligibility for post completion OPT. Part-time CPT does not affect OPT eligibility the way that full-time CPT does. Students are responsible for tracking their own full-time CPT accumulation.
- Please be aware that some departments may have restrictions on repeating particular courses. Students should consult with their academic advisor prior to reenrolling in a CPT course.
- Each CPT request will be evaluated separately to ensure it is integral to the program, and not for employment purposes.
- Students are responsible to understand that repeat CPT with the same employer may be closely reviewed by USCIS to ensure it is an internship with academic purpose. Please meet with ISSS advisor if you have any concerns.
**CPT Cannot Be Granted:**

- To students who have completed their program requirements and are using CPT to extend an additional semester. This is considered to be delaying graduation in order to participate in CPT.
- If a student has a pending reinstatement request or a hold that prevents registration.
- If the student’s presented CPT opportunity is deemed as employment-driven after careful review of the request.
- If the student applied for CPT in the previous semester and either did not register for the internship course OR did not receive a passing grade of C- or higher or CR (if chosen CR/NC).

**Most Common Reasons For CPT Denial**

This list is provided to assist F-1 students prepare their CPT application to ensure the CPT process can be as smooth as possible. In depth information for each can be found throughout the CPT policy guide. ISSS is happy to review a new CPT request with updated information if the initial request was denied.

- Showing weak ties of the CPT opportunity and the program of study
- Insufficient offer letter (please see below for offer letter requirements)
- Incorrect start/end date
- Missing enrollment (student must be enrolled in the CPT course by the time ISSS receives the CPT application, no exceptions)
- Incorrect course registration (refer to [CPT Approved Course List](#))
- Purpose of the internship (i.e. employment is not accepted)
- Not meeting GPA requirements (when applicable)

**Making Changes to the Already Approved CPT Request**

You can request to update the already authorized CPT by submitting the “Request Change to Current CPT” e-form. This form is only if you have a current CPT authorization and does not apply to past semesters or future semesters.

**Examples of when Request Change to Current CPT e-form may be utilized:**

- Change of supervisor
- Change of CPT authorization start and/or end date
- Change to employment location
- Changes to number of work hours/week

An updated offer letter reflecting the change(s) must be submitted the request. Failure to provide proper documentation will result in denial of this request. Submission of this e-form does not mean the changes have been approved automatically. You must wait until ISSS reviews and approves the change(s) you requested and issues you a new I-20 reflecting the new information before you engage in the changed CPT.

**You must submit a new CPT e-form if:**

- You wish to apply for a new CPT authorization or extend your CPT to the next semester
- You wish to change the CPT employer or change the position with the same employer
**Employer**

- CPT is employer specific. You may only work for the employer listed on the I-20. Before you change employers while on CPT, or work for multiple employers during a semester, you will need to submit a separate CPT application for each request. It is the student’s responsibility to ensure your employment information is accurately reflected on your CPT I-20.

**CPT Location**

- CPT that is physically located outside of the State of Utah is allowed only when a student is on a summer vacation semester. Starting Spring 2023, remote CPTs will not be permitted. With a return to pre-pandemic enrollment requirements, all CPTs must have the student participation be in person.
- If summer is your last semester, it is not considered to be a vacation semester. You may enroll below full-time due to the fact it is your last semester, however, you are required to have at least one in-person course (Last semester requirement).

**Offer Letter**

Your offer must contain all the information requested below. Any incomplete offer will result in denial and the student will be asked to resubmit the CPT request with an updated offer. The information below must appear on the offer letter. However, if the employer says they are unable to include either the job description or the supervisor information in the offer letter, you may request that they provide that information in one of the following ways:

- in an official email from a company email address (the sender must include their name and position in their email signature) or
- in a letter from HR that is signed and on letterhead or
- by filling out the ISSS F-1 STUDENT CPT EMPLOYER FORM (please see page 11).

The job description and supervisor information are the only items in the list below that have these options. All other items on the list must be on the offer letter itself or the request will be denied.

**Offer Letter Checklist**

- The letter must be written on company letterhead
- Student’s official name (preferred name is not accepted)
- Job title
- Job description
- The exact number of hours per week (not “part-time” or “full-time”)
- The physical work location (Valid U.S. address)
- Exact employment start date
- Exact employment end date
- Immediate supervisor information (name, phone number/email address - the phone number can be a main company phone number through which the supervisor can be reached)
- Signed by a representative of the company with physical hand-signature in wet-ink

If a physical wet ink signature is not possible, a digitally applied original hand-signature, a digital signature which uses time-date stamp technology such as Adobe provides is permissible. Acceptable example:
November 1, 2022

Odafin Tutuola
1235 University Village, SLC, UT 84108

Dear Odafin,

We are very pleased to offer you the position of Intern this summer with Dolp Tech. Please find the following confirmation of the specifics of your internship:

**Job Title:** Software Development Intern  
**Job Duties:** Responsibilities will include developing and supporting applications using C#, JavaScript, HTML, CSS, ASP.Net, MS SQL with SQL Server databases and SSRS reporting services. You will work on our automated testing infrastructure and craft the tools that provide real-time monitoring of our service

**Start Date:** January 16, 2023  
**End Date:** April 30, 2023  
**Number of Work Hours Per Week:** 20 hours per week  
**Office Location:** Main Salt Lake Office, 440 E 100 S Suite 11 Salt Lake City, Utah 84111  
**Reporting Supervisor:** Cassandra Clark, c.clark@dolptech.com or 801-811-6789  
**Salary/Stipend:** $25.00 per hour

Should you have any questions regarding the specifics of your internship, please contact me by phone 609-348-7100 # 109 or by email obenson@dolptech.com.

Sincerely,

Olivia Benson  
Human Resources  
Dolp Tech
This form must be completed by the employer who offers a position of temporary employment to any F-1 international student of the University of Utah applying for CPT work authorization. Please complete this entire form and return it to the student for submission to the ISSS Office via the CPT E-form. You can learn more about CPT on the ISSS website. ISSS authorization must be granted on a new Form I-20 before the student may begin CPT employment. The information on this form will be reported to the U.S. Department of Homeland Security (DHS). All fields must be answered.

Student information: ______________________________________________________________________________________

Student’s First Name                                                        Student’s Last Name                                                           Major

Please sign below to certify that you have read CPT Policy guide and understand the F-1 regulations regarding CPT.

_________________________________________________________________________________________________________________________

Student’s Hand Signature                                                                                                                                   Date

EMPLOYER INFORMATION

Employer/Company Name: _____________________________________________________________________________________________

Employer/Company Address: _________________________________________________________________________________________________

Street # and Name                                       Suite #                                      City                                   State                Zip Code

PLEASE NOTE: Remote CPTs will not be permitted. With a return to pre-pandemic enrollment requirements, all CPTs must have the student participation be in person. Students need regular engagement with both practical training provider as well as the academic program to confirm successful progression of the practical training experience.

Is this student will be employed and/or paid through a management company, contracting agent, or a similar arrangement and it will be necessary to include this agency’s name and/or address on the student’s Form I-20? □ NO   □ YES   If YES, provide this information below:

_________________________________________________________________________________________________________________________

Contracting Agent’s Name                                            Street # and Name                              Suite #                                       City                                  State                  Zip Code

JOB INFORMATION

Requested Start Date: __________________________ (MM/DD/YYYY)                       Requested End Date: _________________________ (MM/DD/YYYY)

Cannot begin before the start of the term                                                                                                      Student is only authorized by semester

Number of hours per week the student will work while on CPT/Internship: □ 1-20 Hours per week   □ 21-40 Hours per week

Direct Supervisor’s Name: __________________________________________   Phone or Email: ______________________________________

Student’s Job Title: ______________________________________________________________________________________________________

Student’s Main Duties: Please list/describe the type of training with specific responsibilities to the student.

This description will be used to verify that the job is related directly to the student’s major at University of Utah. Incomplete job descriptions may result in CPT delays or denials. If you need more space than what is provided, you may attach a separate sheet of paper written on company letterhead.


My hand signature below confirms the information provided on this form is true and accurate and I understand that the student will only be permitted to work during the authorization dates listed on their I-20.

Printed Name of Company Representative Completing this Request Form                                                                              Title

____________________________________________________________________________________________________________

Company Representative’s Hand Signature                                                                                                                                     Date

**Please note: falsifying documents or submitting fraudulent documents is a serious offense. Students engaging in fraudulent behavior may be subject to university and/or immigration sanctions.**
**CPT Application Steps**

1. Carefully read the CPT policy guide and attend a recommended CPT workshop
2. Meet with academic advisor to discuss the internship course eligibility
3. Discuss internship opportunity with employer and obtain an offer letter
4. Enroll in the appropriate internship/CPT course by the CPT submission deadline. If you have any holds that prevents you from registering for courses, you will need to address them so you can enroll in the course.
5. Go to [www.isss.utah.edu](http://www.isss.utah.edu) and login to UAtlas and complete the CPT request. Please remember that ISSS asks for average of 10 business days processing time once you and your advisor submit the request. We recommend that you plan ahead and submit your CPT request at least three weeks before your anticipated internship start date.
6. The academic advisor reviews the CPT request, makes a recommendation, and submits the CPT “advisor form” through UAtlas (this can only be completed AFTER you have submitted your portion of the CPT request). ISSS will not receive your CPT application until you AND your advisor have completed the CPT form.
7. ISSS evaluates the CPT request for approval or denial.
8. Optional: If a student does not have a Social Security Number (SSN), please see this [SSN guide](#) for more details.

Students may not begin the internship prior to the authorized start date or work past the end date listed on the I-20. Working outside of the authorized dates may result in a loss of future immigration benefits.

**CPT Application Checklist**

- Do you have a declared major?
- Did you attend the university for at least two consecutive semesters?
- Did you attend the CPT workshop and/or meet with an ISSS advisor? (highly recommended)
- Have you discussed your internship opportunity with your department advisor? Is this an off-campus internship opportunity? (If on-campus position, please refer to the On-Campus Work for Students)
- Do you have an offer letter that has all the required information?
- Are you enrolled in the CPT/internship course for the semester you are applying for CPT? (BUS 5880/CSIP, please refer to the BUS 5880/CSIP Course Options)
- Did you enroll in the appropriate CPT approved course?
- Please remember that ISSS asks for 10 business day processing time from when it is completed (once you and your advisor submit the request and it reaches ISSS in pending status). Please be mindful of the CPT submission window for each semester.

Disclaimer: International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website here.

Employment: ISSS reviews work related requests based upon the information provided to us by the student. If USCIS later determines that the student misused the work authorization, or otherwise did not follow the required rules and regulations, additional immigration benefits could be denied by USCIS.