The University of Texas at El Paso
500 W. University Drive
Union East Room 203
www.sa.utep.edu/oip
Phone: (915) 747-5664
Fax (915) 747-5794
oip@utep.edu

Office of International Programs
Division of Student Affairs

CPT Master Checklist
For
F1 - F3 Students

Any degree-seeking UTEP student meeting the requirements may participate in the Internship Program offered by the University Career Center (UCC). The Program offers wonderful opportunities to gain practical experience (usually paid) in your chosen career field. However, as an international F-1 / F-3 student, you must also have Curricular Practical Training (CPT) authorization to legally work at any off-campus location. Please follow the steps listed below to accomplish your employment goal.

1. Attend the mandatory Curricular Practical Training (CPT) workshop offered by the Office of International Programs (OIP) - (see website sa.utep.edu/oip, for dates or pick up a flyer at the office). You’ll receive the CPT application at the workshop. You can also review the workshop at sa.utep.edu/oip. If you review it online, you can download the CPT application from the OIP website.

2. If you haven’t already, create a Job Mine account (utep.edu/careers) and upload a current résumé.

3. Once you have an offer of employment, request a job offer/description letter from the prospective employer. The letter should be on company letterhead, or in an email originating from the company. It should contain the following information:
   - Job title
   - Hours per week you will be working
   - Requested start and end dates
   - Salary
   - Job description
   - Name, signature and contact information of hiring official

4. Log in to your Job Mine account. On the left, click on “Report a Hire for Co-ops…” Select the term you will be working from the drop-down list. If you found the job through Job Mine, under the “My Jobs” tab, search for the employer and select the job. If you don’t see them, select, “click here” above the two tabs. On the following page, enter the organization name and your job title. Click, “continue,” then complete the required fields. If the letter is in electronic form (PDF is best), you may upload it now.

5. If you were unable to upload the job offer letter in Job Mine, submit it to the Career Center (UCC) either by email to internships@utep.edu or in person at 103 Union West. You must meet GPA and credit-hour requirements to be approved for the program. Your proposed employment must be major-related. The UCC will contact you if further information is needed.

6. CPT application:
   - Take the CPT application to your academic advisor, together with a copy of your job offer letter. Have your advisor review the job offer letter and sign at the bottom of page 1 of the CPT application. (Graduate students: multiple signatures required).
   - Attach a letter from you explaining how this employment relates to your major.
   - Note: Grad school may require additional documents.
   - Submit the CPT application at the front desk of the OIP. (Graduate students: the Graduate School will send us your application after they have made a decision. You are not required to pick up the application from their office).

7. Once you are registered for the non-credit class COOP 0001 or COOP 0002 by the UCC, they will email a notice to OIP. You can check the progress in Job Mine. Go to “My Account,” “My Activity,” “Co-op Records,” then “View” the semester requested. Look at “Approval Work Flow.” NOTE: If you have a financial hold, UCC will be unable to register you until you have made payment arrangements with Student Business Services. The course registration DOES NOT mean you are authorized for employment yet!

8. Once OIP receives the notice and your completed CPT application, they will be assigned to an advisor for processing. Expect to wait five (5) business days for a result.

9. If the CPT is approved, the OIP will issue you a new I-20 with the CPT work authorization on page 3, and send you an approval e-mail. If it is denied, you will receive an e-mail stating the reason for the denial. You may not begin working until you receive the new I-20 with CPT authorization.

NOTE: The first two steps may be completed even BEFORE you have a job offer. In fact, if you are looking for work or think you may have a job offer soon, it is recommended that you complete these steps ahead of time.

09/28/2013