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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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.</td>
</tr>
<tr>
<td>2.</td>
<td>If you haven’t already, activate your Job Mine account (utep.edu/careers) and upload a current résumé.</td>
</tr>
<tr>
<td>3.</td>
<td>A. Your proposed employment must be major-related. 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:</td>
</tr>
<tr>
<td></td>
<td>Job title</td>
</tr>
<tr>
<td></td>
<td>Hours per week you will be working</td>
</tr>
<tr>
<td></td>
<td>Job description</td>
</tr>
<tr>
<td></td>
<td>Requested start and end dates</td>
</tr>
<tr>
<td></td>
<td>Salary</td>
</tr>
<tr>
<td></td>
<td>Name, signature and contact information of hiring official</td>
</tr>
<tr>
<td>B.</td>
<td>Attach a letter from you explaining how this employment relates to your major. <strong>Note: Grad school may require additional documents.</strong></td>
</tr>
<tr>
<td>C.</td>
<td>Scan the letters to PDF format, maximum size 1 mb.</td>
</tr>
<tr>
<td>4.</td>
<td>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.</td>
</tr>
<tr>
<td>5.</td>
<td>If you were unable to upload the job offer letter in Job Mine, submit it to the Career Center (UCC) either by email to <a href="mailto:internships@utep.edu">internships@utep.edu</a> or in person at 103 Union West. You must meet GPA and credit-hour requirements to be approved for the program. The UCC will contact you if further information is needed.</td>
</tr>
<tr>
<td>6.</td>
<td>CPT application:</td>
</tr>
<tr>
<td></td>
<td>A. 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. <strong>(Graduate students: multiple signatures required).</strong></td>
</tr>
<tr>
<td></td>
<td>B. Attach a letter from you explaining how this employment relates to your major. <strong>Note: Grad school may require additional documents.</strong></td>
</tr>
<tr>
<td></td>
<td>C. Submit the CPT application at the front desk of the OIP. <strong>(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).</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Once you are found eligible 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.” <strong>NOTE:</strong> If you have a financial hold, UCC will be unable to register you until you have made payment arrangements with Student Business Services.</td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
</tr>
<tr>
<td>9.</td>
<td>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. OIP will notify the Internship Program by email who will register you for the COOP course within 3 business days. If it is denied, you will receive an e-mail stating the reason for the denial. <strong>You may not begin working until you receive the new I-20 with CPT authorization.</strong></td>
</tr>
</tbody>
</table>

**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.
CPT Application Undergraduate F1 – F3 Students

Curricular Practical Training (CPT) is an opportunity for international students to participate in temporary employment directly related to their academic program/major field of study as specified by immigration regulations. CPT is used when an international student wishes to pursue an internship, co-op assignment, practicum or similar employment that is undertaken prior to degree completion.

Name: 
UTEP ID#: 8

Email: 
SEVIS ID#: N00

Phone Number: 
Hours/week (21 is full Time):

Requested Start and End date of CPT: 
CPT Employer Name:

Expected Graduation Date: 
CPT Employer Address:

CPT Employer Phone #: 
CPT Employer Email:

I authorize OIP to discuss my CPT authorization with the employer listed above. Signature:

YOU CAN APPLY IF:

✓ You are in F-1 student status for one academic year (two long semesters) with a full course load (unless you have been authorized to enroll part-time or are enrolled in a graduate program which requires employment sooner)
✓ You have to maintain a GPA of 2.0/4.0
✓ You have a job offer for a position directly related to your current major, as indicated on the I-20
✓ You must have attended or reviewed the CPT workshop from Office of International Programs

HOW TO APPLY:

✓ Register for the Internship (Co-Op) Program with the University Career Center (UCC)
✓ Take this form to be completed by your academic advisor together with a copy of your job offer
✓ Attach a letter from you explaining how this employment relates to your major
✓ Copy of offer letter from prospective employer, with employer’s address and job description clearly indicated

ADVISOR’S CERTIFICATION FOR CURRICULAR PRACTICAL TRAINING:

As the academic advisor for the student mentioned above, your role is to confirm that the student’s proposed work experience has a connection to her/his program of study and to the curriculum of your department or the student’s degree. This certification will remain in the student’s file, and enable us to authorize the student’s off-campus employment under the Curricular Practical Training program.

The position the student has presented is sufficiently integral or related to the student’s curriculum. YES ☐ NO ☐

Advisor’s Name: ___________________________ Advisor’s Signature: ___________________________

Department: ___________________________ Contact Information: ___________________________
CPT Application Undergraduate F1 - F3 Students

CURRICULAR PRACTICAL TRAINING STATEMENT OF RESPONSIBILITY

This is a notice that international students on F visas must receive prior approval before engaging in off-campus employment. As a student holding F-1 or F-3 status you are required to follow the rules for Curricular Practical Training (CPT) to maintain your status.

Please refer to the Code of Federal Regulations governing CPT:
8 CFR 214.2(f)(10)(i) Curricular practical training. An F–1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I–20 with the DSO endorsement.

B) SEVIS process. To grant authorization for a student to engage in curricular practical training, a DSO at a SEVIS school will update the student’s record in SEVIS as being authorized for curricular practical training that is directly related to the student’s major area of study. The DSO will indicate whether the training is full-time or part-time, the employer and location, and the employment start and end date. The DSO will then print a copy of the employment page of the SEVIS Form I–20 indicating that curricular practical training has been approved. The DSO must sign, date, and return the SEVIS Form I–20 to the student prior to the student’s commencement of employment.

I understand and acknowledge that I may not begin working until a new I–20 with a CPT authorization on page 3 has been issued to me. I also understand that I may not work before or after my dates of CPT work authorization. Finally, I understand that unauthorized employment will result in the termination of my authorization to study in the U.S.

- Failure to comply with these rules will result in termination of your immigration status. Please visit the Office of International Programs if you have any questions.

- Signing this memo indicates you understand and will comply with the above statement.

Signature: ____________________________ Date: ____________________________

Print Name: ____________________________ UTEP ID Number: ____________________________

OFFICE USE ONLY

Overall GPA: ____________________________ Major in BANNER: ____________________________

Level of study in BANNER: ____________________________ Accumulated Full-Time CPT: ____________________________

I-20 Program Start Date: __________/________/________ I-20 Program End Date: __________/________/________

Holds preventing registration? □ Yes □ No Date attended Workshop: __________/________/________

Eligible for Co-Op? □ Yes □ No Does major in fsa match Banner? (If no, correct) Yes ______ No_______

If no, date corrected________

Term: Hour: Term: Hour: Term: Hour: Term: Hour: Term: Hour:

Note: ____________________________

RV. 04/03/2017