

## Curricular Practical Training (CPT) Application Packet

*Revised August 2018*

Curricular Practical Training (CPT) gives you work authorization during your program of study to engage in off-campus internships to gain practical experience in your major.

**Step 1: Attend a CPT Workshop** - [www.uwb.edu/cie/events](http://www.uwb.edu/cie/events)

**Step 2: Talk with your Academic Advisor** about the department's internship pre-requisites.

**Step 3: Utilize UW resources** to find an internship (see page 4 for a list of these)

**Step 4: After receiving an internship offer**, complete all requirements with your Academic Advisor and register for the required course.

**Step 5: Submit the following application documents to CIE:**

- Internship Offer Letter**, which must:
  - 1) Be printed on company letterhead and include the full address of the employer
  - 2) Include the exact beginning and ending dates of the internship
  - 3) Include the number of hours per week you will work
  - 4) Provide a detailed description of your internship duties
- Completed CPT Recommendation Form** (see attached form)

**Step 6: Receive an updated I-20 from CIE** that indicates your CPT work authorization. You can't begin employment until you have received work authorization with the new I-20.



## How Can I Earn Credit for an Internship?

This is general information. You must consult with your Academic Advisor for process and approval.

UNDERGRADUATE				
	Course #	Credits	Pre-Requisites	Notes
<b>BUSINESS</b>	BUS 497	Can take 1 credit; Maximum 10 credits total	BUS 300, 307, 310, 320, 340 and 350	You can register for 1 credit during your Vacation Quarter. You will need a faculty sponsor and complete a learning contract.
	<a href="http://www.uwb.edu/babusiness/bothellcampus/intern-jobs">www.uwb.edu/babusiness/bothellcampus/intern-jobs</a>			
<b>IAS / IMD</b>	BIS 495	2-6 credits	BIS 300	Can only take once; must register before quarter begins.
	<a href="http://www.uwb.edu/ias/undergraduate/experiential/internships">www.uwb.edu/ias/undergraduate/experiential/internships</a>			
<b>CSSE</b>	CSS 497	5-10 credits	CSS 301, 342, 343, 350, 360, 370, 422, 430 and at least 10 CSSE electives.	You will earn credit through your capstone. Contact Janet McDaniel , Capstone Coordinator <a href="mailto:macdee@uw.edu">macdee@uw.edu</a>
	<a href="http://www.uwb.edu/css/capstone">www.uwb.edu/css/capstone</a>			
<b>APPLIED COMPUTING</b>	CSS 495	1-5 credits	Contact Ahnya Redman at <a href="mailto:aredman@uw.edu">aredman@uw.edu</a>	
<b>BIO / CHEM / PHYS</b>	B BIO / B CHEM / B PHYS 498 or 499	Offered through an Independent Study or Undergraduate Research. You will need a faculty advisor and coordinate with your Academic Advisor. Contact Chris Shaeffer at <a href="mailto:shaefc@uw.edu">shaefc@uw.edu</a>		
<b>COMP E / EE / ME</b>	ENGR 321	Credit earned will not count towards degree requirements. Contact Charlotte Emigh at <a href="mailto:cemigh@uw.edu">cemigh@uw.edu</a>		
<b>MATH</b>	Contact your Academic Advisor for current guidance.			
<b>Other Majors</b>	Contact your Academic Advisor for current guidance.			
GRADUATE				
	Course #	Credits	Notes	
<b>MBA / MS ACCT</b>	BUS 601	1-4 credits per quarter.	Advised to register by the 2 <sup>nd</sup> week of the quarter. You will need a faculty sponsor & complete a learning contract.	
<b>MS CSSE / Cyber Security</b>	CSS 601	Can take for 1 credit. Maximum 10 credits allowed in the program.	Advised to begin looking for a summer internship during the previous autumn quarter. You will need a faculty advisor and complete an internship contract & learning goals.	
<b>MS Electrical Engineering</b>	B EE 601	1-10 credits per quarter. Maximum 15 credits allowed in the program.	Must have faculty sponsor and fill out internship contract, see advisor for instructions and form. Credit does not apply to degree requirements.	
<b>IAS: CWRIT, MAPS, Cultural Studies</b>	BCWRIT BPOLST BCULST 520	2-5 credits per quarter. Maximum 5 credits allowed in the program.	You will need a faculty sponsor & complete a learning contract. <a href="http://www.uwb.edu/mfa/policies-and-procedures/petitions-and-forms">www.uwb.edu/mfa/policies-and-procedures/petitions-and-forms</a>	
<b>M. Nursing</b>	Contact your Academic Advisor for current guidance.			
<b>M. Education</b>	Contact your Academic Advisor for current guidance.			

# Frequently Asked Questions

## Am I eligible for CPT? You must be:

- ✓ Currently in valid F1 visa status.  
**AND**
- ✓ Currently in your major (Students in pre-major are not eligible).  
**AND**
- ✓ Completed 3 academic quarters as a full-time student (previous study at another school can count towards this requirement)  
**AND**
- ✓ Meet the requirements by your Academic Department to get permission to enroll in the internship credit.

## How many hours can I work? If you are doing your internship during your:

- ✓ **Vacation Quarter:** You can work part or full-time (up to 40 hrs/week).
- ✓ **Academic/Graduation Quarter:** You can work part-time (up to 20 hrs/week)

## What are the requirements of the internship?

- ✓ The internship must be clearly **related to your major**.
- ✓ You **must earn credit from your department** for your internship experience.
- ✓ The **credit earned must be in the same quarter** of when you do the internship.
- ✓ The internship **cannot be pursued for the purpose of facilitating employment**.

## Do I have to register for internship credit?

- ✓ **Yes, this is an immigration requirement.** If you want to do an off-campus, paid internship then you must earn credit during the same quarter(s) that you do the internship. You won't get CPT work authorization unless you have enrolled in the credit. Working off-campus without earning credit would be considered illegal.

## When can my internship begin and/or end?

- ✓ You must wait until you have CPT work authorization before you can begin the internship.
- ✓ If you want to do the internship for more than 1 quarter, you must complete the CPT application process for each quarter.
- ✓ The proposed employment start and end dates should closely follow the academic calendar.

	<b>Earliest Start Date</b>	<b>Latest End Date</b>
<b>Summer Quarter</b>	the day just after Spring Quarter ends	the day just before Fall Quarter begins
<b>Fall Quarter</b>	the day just after Summer Quarter ends	the day just before Winter Quarter begins
<b>Winter Quarter</b>	the day just after Fall Quarter ends	the day just before Spring Quarter begins
<b>Spring Quarter</b>	the day just after Winter Quarter ends	the day just before Summer Quarter begins

## Can I do an internship more than 1 quarter?

- ✓ **Consult with your Academic Advisor.** If your academic program allows the internship course to be repeated for additional credit, then that is OK. You must complete a CPT application process for each quarter.

## Can I change my employer while on CPT automatically?

- ✓ **No.** You must complete the CPT application process again before your new internship.

## Does CPT affect my chance to do OPT after I graduate?

- ✓ **Maybe.** If you do an accumulation of 12 months of full-time CPT (which rarely happens), then you wouldn't be eligible to apply for OPT.

## What tips do you have for me in the internship search?

- ✓ **UW Bothell Career Services / HandShake:** [www.uwb.edu/careers/jobs-and-internships](http://www.uwb.edu/careers/jobs-and-internships)
- ✓ **GoinGlobal:** Resource just for int'l students in the U.S.. Log in with your NET ID.
- ✓ **UW Bothell Career Service's International Student Resources**  
[www.uwb.edu/careers/diversity/international](http://www.uwb.edu/careers/diversity/international)
- ✓ **Looking to intern with a company that has sponsored H1B work visas before?**  
Check out <http://www.myvisajobs.com/>.
- ✓ **Join a local Meet Up group @ [www.meetup.com](http://www.meetup.com)** : Consider joining a group that is around your professional interest. This is a great way to network and sometimes the group members use this as a way to advertise job openings in their organization.
- ✓ **Tips for Interviewing in the U.S.:** [www.uwb.edu/cie/current-students/employment](http://www.uwb.edu/cie/current-students/employment)

www.linkedin.com/groups/6793822

Connect and ask questions with current and alum international students from UWB!

<https://careers.uw.edu/resources>

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## Internship Recommendation Form for CPT

**Student must submit this form along with a copy of your internship offer letter to the CIE Office. Student must be enrolled in the UW credit prior to CPT approval.**

### To Be Completed by the Student:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

My internship is during my:  Vacation Quarter (can work up to 40 hours/week)  Academic Quarter (can work up to 20 hours/week)

I have registered for the internship credit, as described below by my advisor:

- Yes  
 No (you can't receive CPT work authorization yet. You must register for the credit first.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed by Student's Academic/Department Advisor:

The student's internship will take place at:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This position will be:

- Part-time (no more than 20 hours/ week)  Full-time (up to 40 hours/ week)

This internship is authorized for:  Autumn  Winter  Spring  Summer Quarter,  
from the date of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ .

The student will earn credit for this internship experience through a credit training program which is integral, but not required by the degree program. The credit will be earned through:

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

*As the student's academic advisor, I have consulted with the student, and I have reviewed the student's Letter of Hire detailing his/her internship responsibilities. Based on this letter and the student's academic preparedness, I confirm that the student will earn credit for this internship through the course listed above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_