

Practical Engagement Program: Curricular Practical Training (CPT)

Federal law requires international students holding F-1 visa status to be registered for a CPT-approved course during the term they are performing their Curricular Practical Training (CPT). At the School of Information, credit-based internships (SI 690 or SI 681) meet CPT guidelines.

CPT is required if you are working in a paid position that is located off-campus. CPT is not required if you are working on campus. CPT is available only *prior to* the completion of your degree program and you *must* have a job/internship offer at the time of application.

SI 690 is approved by the University Registrar as a CPT course. Therefore, students enrolling in SI 690 at any time of the year are enrolling in a CPT-eligible course.

The School of Information offers SI 681 as an option to students who receive only four terms of funding and would find it a hardship to pay part-time tuition during a term when they are not taking a full course load, such as Spring/Summer. This option allows students to complete a full-time internship during the Spring/Summer term, and subsequently enroll in SI 681 during the fall immediately following. Students must complete all of the same requirements as SI 690 and then attend one fall seminar, and participate in the Fall PEP/Career Development Seminar and SI@Work.

For more information about CPT see the International Center's web page at

<http://www.internationalcenter.umich.edu/immig/fvisa/>

Once you have received an internship offer, contact Kelly Kowatch at kkowatch@umich.edu for PEP credit approval. See the PEP: Internship Checklist section for more information on the steps to receive PEP credit for your internship. The SI Career Development Office and the University of Michigan International Center will both need a copy of the offer letter on the organization's letterhead.

The offer letter needs to adhere to the following requirements:

- Be prepared on the company's letterhead
- Have a statement of the job offer
- Contain your name
- Specify the employment address (street, city, state, and zip code)
- Specify the number of hours to be worked (or state full- or part-time)
- Specify the dates of CPT employment (keep in mind that CPT can only be authorized one term at a time)

Once you have provided the SI Career Development Office with an offer letter and your PEP Internship Proposal has been approved, you will be provided with a CPT form to take to the International Center. Please plan accordingly, as the CPT approval process at the International Center can take up to two weeks. Keep that in mind as you are doing your search, and determining your internship start date that you factor in this waiting time period. Be sure to give yourself enough time.



You will then receive an override to register for either SI 690 or SI 681 (full-time Spring/Summer only).

In order to comply with federal law, you must do ONE of the following to obtain an off-campus summer internship:

690 OPTION:

- Indicate to Kelly Kowatch at kkowatch@umich.edu that you have secured an internship and provide your mentor's name and contact information. After your mentor has submitted your proposal and it has been approved...
 - Enroll in SI 690 for the Spring/Summer term for one to six credits
 - Visit the International Center to start the CPT process
 - Pay Spring/Summer tuition
 - Participate in your internship and fulfill your internship requirements: submit reports, blog, and evaluations as established by the SI Career Development Office
 - Receive credit for your internship at the end of the Spring/Summer term

681 OPTION:

- Indicate to Kelly Kowatch at kkowatch@umich.edu that you have secured an internship and provide your mentor's name and contact information. After your mentor has submitted your proposal and it has been approved...
 - Enroll in SI 681 for 6 credits for the fall term (in August)
 - Visit the International Center to start the CPT process
 - Participate in your Spring/Summer internship and fulfill your internship requirements: submit reports, blog and evaluations as established by the SI Career Development Office
 - Attend the 681 Fall seminar and participate in SI@Work in October
 - Receive credit for your internship at the end of the Fall term

