

# Industrial Practice Programs

Erik Jonsson School of Engineering and Computer Science

## CURRICULAR PRACTICAL TRAINING AUTHORIZATION STEPS

Upon receiving an offer letter for a **Cooperative Education or Internship** assignment, **complete the following steps** in order for the International Student Services Office to process your Curricular Practical Training authorization request. **International students may NOT work as Independent Contractors.**

**Offer letter on the company's letterhead must contain following info:**

- . Position is a Co-op or Internship
  - . The company's Employer Identification Number (EIN)
  - . Physical (street) address of the work location
  - . Detailed position description (position must be related to the current degree and major of the student)
  - . Name and telephone number of the student's supervisor or department manager
  - . Number of hours per week the student will be working
  - . Wages per hour (wages must be processed on company payroll and receive a W2)
  - . Start Date and End Date
1. **Bring your offer letter to the IPP Office in ECSS 2.502.** If the offer letter meets the UTD and USCIS requirements for CPT, the IPP staff will verify that:
    - You have attended a CPT Orientation given by IPP staff.
    - You have met the federal and academic eligibility requirements for CPT.
  2. If all eligibility requirements have been met, you will be given a CPT Assignment Acceptance Form, a Request for CPT Authorization Form, and a Registration/Add/Drop Form to complete.
  3. **IPP staff will register you for the appropriate ECSC Course before forwarding the CPT Approval/I-20 Request to ISSO. Your I-20 cannot be processed if you are not registered for the assigned course.**
  4. ISSO advisors will process your I-20 CPT approval upon receiving the CPT Approval/I-20 Request. It typically takes 2-3 business days for ISSO to update your I-20.
  5. **Pick up your I-20 after you receive an email notification from ISSO. You may not begin work until you have your I-20 in your possession, authorizing you to work for a specific company for a specified period of time. You may not continue to work beyond the end date authorized on your I-20. Part-time work authorization means you may work no more than 20 hours per week.**
  6. **Complete the ECSC course requirements by the due date.** If you withdraw from the CPT course, you will no longer be authorized to work and you will be in violation of your F-1 status. If you fail a CPT course, you will no longer be eligible for CPT.
  7. **These steps must be repeated each and every semester before you commence the next semester's CPT assignment, as USCIS requires that CPT work authorization be issued one semester at a time.**

**PLEASE NOTE:** Once you accept an employer's offer, you have made a commitment to that employer, and IPP staff will not change your paperwork so that you may work for another company.