

# UNIVERSITY of HOUSTON | CAREER SERVICES

## UH ISSSO and University Career Services Guide to CPT

### Office Hours:

**Spring, Fall:**  
Monday, Tuesday: 8am - 6pm  
Wednesday to Friday: 8am - 5pm

**Summer:**  
Monday to Friday: 8am - 5pm

### Location:

International Student and Scholar Services  
Student Center North, Room 203  
(713) 743-5065  
<http://www.uh.edu/oisss/>

University Career Services  
Student Service Center, Building 1  
(713) 743-5100  
<http://www.uh.edu/ucs/>

**What is CPT?** CPT is defined as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

### Requirements for CPT?

- Student must be in valid F-1 status
- Must be enrolled in a full course load of study for at least one full academic year
- The student must be in good academic standing. (3.0 GPA for grad students/ Depends on the department for undergrads)
- Student must have required course remaining to complete their degree
- Training must be an integral part of an established curriculum, offering an academic experience.
- Must be directly related to major
- Must be enrolled in a course for credit while on CPT (opinion 1-3 for undergrad/option 4 for graduate students)

### What is acceptable CPT?

- Work can be paid or unpaid, depending on your academic department and career field
- Work must be directly related to your course of study
- Employer must provide a job offer letter or learning contract for review (consisting of specific criteria)
- Must have approval from academic department

### How do I apply for CPT?

- CPT must first be authorized by a Designated School Official (DSO).
- You **may not** begin working until you have authorization on your CPT I-20 in your physical possession

### When can I start working on CPT?

- Internships can be taken in any semester, internship dates should coordinate with an academic semester
- Applications must be submitted 2 weeks prior to the requested start date of employment
- Students are prohibited to begin working until the start date listed on the I-20, this includes work orientations.

### What do I do if CPT Ends Early?

- If your CPT internship ends early, contact your academic department and ISSSO representative right away.
- If accepting a new internship position, your I-20 must be updated with your new employment information before beginning work.

**What is CO-OP?** CO-OP is an internship program that gives eligible students an opportunity to receive career training with pay as they work with professionals in their major fields of study. This professional and educational experience is documented on the student’s official college transcript and is viewed as a valuable asset by potential employers. Review the following link for more information: <http://career.egr.uh.edu/students/coop>

# International Student Curricular Practical Training (CPT) Road Map

