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/oiss](http://www.uh.edu/oiss)
- University Career Services  
  Student Service Center, Building 1  
  (713) 743-5100  
  [http://www.uh.edu/ucs](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](http://career.egr.uh.edu/students/coop)
International Student Curricular Practical Training (CPT) Road Map

1. **ELIGIBLE**
   - Review CPT eligibility criteria on the International Student Scholar Services (ISSS) website and review the COOP website.

2. **CONFIRM**
   - Speak with Academic Advisor 6 months in advance about degree plan options. (Academic Advisor may need to set up sub-plan)

3. **RESUME**
   - Schedule an appointment with a Career Counselor to create or finalize your resume and research your field. Upload resume into Cougar Pathway.

4. **OFFER**
   - Secure an internship or job offer directly related to your field of study. You must get a “job letter.”

5. **APPLY**
   - Complete the CPT application form on the ISSS website. Submit all documents to your academic advisor and discuss a sub-plan.

6. **SUBMIT**
   - After receiving your signed CPT and sub-plan from your advisor, apply to the COOP program. Don’t forget to bring all required documents.

7. **SUBMIT**
   - Upon acceptance to the COOP program, register for the course through the COOP office.

8. **NOTIFY**
   - Return the approval forms directly to ISSS. ISSS will notify you when I-20 is ready (within 5 business days)

9. **PICK UP**
   - Student picks up the I-20 from ISSS and provides documentation to the employer.

10. **BEGIN**
    - Begin CPT internship!

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