Engineering Department Guidelines for International Graduate Students
for Curricular Practical Training (CPT)

I. Enrollment procedures - a student seeking a CPT:
♦ Enrollment in the CPT associated course is only for the current term except for a Spring/Summer CPT. A Spring/Summer CPT will be registered in the prior Winter term when it applies.

Students whose degree program requires practical work experience in the field (i.e. Auto 503, ESENG 503, Mfg 503, Mfg 504, or Eng 600) will register in the following manner:

<table>
<thead>
<tr>
<th>Term of practical work experience</th>
<th>Term of CPT</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Summer</td>
<td>Winter</td>
<td>As specified by program</td>
</tr>
<tr>
<td>Fall</td>
<td>Fall</td>
<td>As specified by program</td>
</tr>
</tbody>
</table>

♦ A student will be able to register for the course at the beginning of the term
♦ A student in this option will not be able to extend the CPT.
♦ A student is responsible to request CPT approval after the project has been approved by the department (refer to “Department Handout of CPT Guidelines for Students” pa

Students whose degree program does not require practical work experience will register in the following manner: the course registration will be for one credit in Rackham 998 (for Rackham programs) or Eng 600 (M Eng, D Eng programs).

Example:
<table>
<thead>
<tr>
<th>Term of CPT internship:</th>
<th>Term of CPT enrollment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time U-M registration in winter term</td>
<td>Spring/Summer</td>
</tr>
</tbody>
</table>

CPT extended to fall | Fall | Fall – assessment fees for 1 credit hour plus registration will apply |

♦ A student may engage in 3 consecutive CPT terms (pending department policy) but cannot exceed 12 months of full time CPT employment. If the student completes 12 months of CPT the student forfeits the OPT (Optional Practical Training) option. (CANNOT use CPT to extend I20) ♦ A student may seek CPT option after having been lawfully enrolled on a full-time basis at UM for one academic year (i.e. two full consecutive terms) OR a student may seek CPT option after enrollment in only one term at UM IF he/she was previously enrolled in another US institution for atleast two terms.
♦ A student cannot engage in CPT option in their final term at UM UNLESS enrolled for other required courses.
♦ A department may request that the student set an appointment with their department graduate advisor or coordinator who will review the forms.
♦ If a PhD candidate, the student will be assessed the candidacy fee for the CPT.
♦ A student will not be eligible for an extension of his/her I-20 if the reason for the delay is employment or CPT. Extension of stay can be granted only for documented academic or medical reasons.

A student who has completed an UG degree and is admitted to a Graduate program but has not completed at least one term as a graduate student, is not eligible for a CPT unless the course is required by the degree program (e.g. AUTO, PharmEng., etc). The student must do an OPT (Optional Practical Training).

In the case of a non-paying, non-compensating internship, the student will fill out the CPT paperwork and submit the offer letter for review to the InterPro office. The student will be enrolled in Eng 600. Each case will be reviewed individually.
**CPT GUIDELINES FOR STUDENTS**

**The student must:**

- Complete the CPT Online Certification Course on the International Center Website.  
  [http://internationalcenter.umich.edu/immig/fvisa/f_cpt.html](http://internationalcenter.umich.edu/immig/fvisa/f_cpt.html)

- Obtain the Academic/Faculty Advisor Recommendation form.  
  [http://internationalcenter.umich.edu/immig/forms/CPTreqadvisor.pdf](http://internationalcenter.umich.edu/immig/forms/CPTreqadvisor.pdf)

- Obtain an official offer letter from a company (See IC website for guidelines of information that must be included in the offer letter.)

- Identify a faculty member in the area of the CPT.

- Ask the faculty member to approve the project and agree to read the report that is required at the end of each term in which the student is registered for CPT. (The report MUST be sent to InterPro, not faculty, for processing.)

- Have the **FACULTY** sign the CPT Academic/Faculty Advisor Recommendation form.

- Take all forms, the offer letter and an unofficial transcript to the InterPro office for processing.  
  (See map below)

  Patti Mackmiller, 2226 SI-North  or  Gail Carr, 2222 SI-North

The InterPro office graduate advisor:

- Will review the forms for correctness.
- Will register the student for the CPT course (RACK 998). Following registration the student must check on Wolverine access to see that the CPT course has been added to the transcript.

  (Please allow 24 hours for processing.)

**NOTE:** The above criteria will apply to a non-paying, non-compensating internship as well.  
**NOTE:** Tuition assessment above the approved credit hours is the responsibility of the student.

- Meet with a representative from the International Center, submitting all required documents.  
  (See list on IC website.)

Take CPT materials to Interpro:

Gail Carr, 2222, SI-North

Patti Mackmiller, 2226 SI-North