Curricular Practical Training (CPT) Instructions for Graduate Students in Computer Science and Engineering (CSE)

PLEASE NOTE: Processing may take up to one week (two weeks during peak request times – January, April, and September).

International (F-1) students enrolled in a CSE Graduate Program may register for CPT prior to completion of the degree program provided: (1) a CSE faculty advisor deems the employment as directly related to the field of study and an integral part of the graduate curriculum; and (2) a job offer is in hand. (Please note that the job offer must: be written on the company’s letterhead; be addressed to you; include the job title; provide a detailed job description; specify the street address and zip code where the employment will take place; specify the number of hours that will be worked each week; and specify the start and end dates of the CPT employment that do not exceed the months covered by the one UM academic term during which it will be completed.) International students seeking a CPT registration typically conduct the internship during the spring/summer (May – August) and register for CPT during the preceding winter term. Please note that CPT employment may not delay completion of the academic program.

IMPORTANT:
- Graduate students undertaking any internship must complete the CSE Internship Notification Form.
- Graduate students must maintain full-time enrollment each fall and winter semester.
- The CPT registration is only 1 credit hour and is NOT equivalent to full-time enrollment.
- CPT is not allowed during the final term unless registration for other courses is required for the completion of the graduate degree.
- Graduate students who have achieved candidacy must adhere to Rackham’s Candidacy Course Registration (scroll to the bottom of this webpage) policy so as not to incur any additional tuition.

INSTRUCTIONS:
1. Complete the first four steps outlined under “How to Apply for CPT” via this link.
2. Submit one consolidated PDF document that includes hi-res images of the following to csegradstaff@umich.edu with “CPT Request for (Name, UMID)” as the subject line:
   a. CPT Online Certification Course Completion Email (see the International Center’s website, linked above)
   b. Official Job Offer Letter on Company Letterhead (that includes the information listed above). Inform your employer that this letter must be detailed and list specific duties for the internship. A sample letter is available on the International Center’s website.
   c. Academic/Faculty Advisor Recommendation Form (link)
      i. On each page, complete only the information at the top (i.e. name, UMID, etc.), beginning with "Student's Name.”
      ii. Masters Students: A CSE faculty master's advisor must complete and sign the bottom of pages 1 and 2.
      iii. PhD Students: Your faculty advisor must complete and sign page 1 and page 2 (pre-candidates), or page 1 and page 3 (candidates).
   d. CPT Statement of Intent
      i. Describe in detail the job you will be doing and give some description of the company and how their work relates to your field of study.
      ii. Describe how the work that you will be doing relates to the coursework that you have done or will do in your academic program.
   e. UMICH Transcript (unofficial)
3. Once the documentation listed above has been received, you will be sent an email with next steps regarding the CPT registration.
4. After you have registered for RACKHAM 998, you must take your application packet to the International Center for final approval.
5. Within 14 days after the internship end date stated in the official job offer letter, you must email a final report (1-2 pages in length and in .pdf format) to csegradstaff@umich.edu outlining the work you completed for your internship. The report should explain how the internship directly relates to your field of study and explain how the knowledge gained from particular courses was applied throughout the duration of the internship. Please include your name, UMID, and the term of your CPT registration at the top of your report. You must not include any information that is secure or proprietary by the company’s standards.