

## SoC CPT Policy

Please apply for the CPT I-20 visa document according to the directions on the International Student and Scholar Services Website:  
<https://internationalcenter.utah.edu/students/employment/index.php>

In the online application for the CPT, the advisor name and e-mail asked for is the SoC Graduate Advisor name; Leslie Wallwork (last names A-L) or Robert Barber (last names M-Z) and email address [grad-advisors@cs.utah.edu](mailto:grad-advisors@cs.utah.edu).

- You must list the objectives of your internship in the appropriate box. Use the description of your job duties in your offer letter and tie them to the courses you are taking for your degree in the SoC.
- You must make a minimum of \$20/hour to be approved by the SoC
- Students who are writing a thesis/dissertation will list the research credit course number, CS6970 or CS7970, and speak of how this internship is related to the thesis/dissertation research.

**Please Note:** Should this CPT application be an application for an extension of an already approved CPT in the same semester, then please write “EXTENSION OF CURRENT CPT” in the beginning of the “objective box,” and then tell why the extension is necessary and how the continued work will support and expand on the earlier stated learning objectives.

- The Graduate Advisor will enroll you with the correct credit upon the approval of your CPT application by the Director of Graduate Studies (DGS).

**Please Note:** In general, all students doing internships should enroll in a Graduate Internship credit, CS 6945. However, a student who is writing a thesis/dissertation may enroll in one MS or PhD Research credit, CS6970 or CS7970, during the internship semester after getting a written approval (e-mail ok) from her or his research supervisor to be submitted to the SoC Graduate Advisor/DGS. The research supervisor will grade the research credit and assign a letter grade.

- Once the SoC DGS approves the application the Graduate Advisor submits it to the International Center. They will process the new CPT I-20 and will contact you when it's ready to be picked up from their office.
- Students who are signed up for CS6945-Internship credit need to submit the CPT Verification form with the “Upon completion of CPT” section signed by the employer.
- The internship credit will be graded as CR/NC – Credit or No Credit (Pass/Fail) by the DGS, and will not be counted towards the Program of Study.
- For CS 6945- Internship Credit, you will need to follow the requirements listed in the [syllabus](#).

***Please Note:*** The cost for the research or internship credit is the student's responsibility unless the student makes other arrangements with the student's research advisor.

### **CPT APPLICATION CHECKLIST**

- Review CS 6945- Internship Credit Syllabus
- For CS 6945, complete the CPT Verification form
- Apply no earlier than 30 days before the start of the CPT semester (please note that ISSS generally requires that students start CPT with the first day of the semester and end before the first day of the following semester- few special exceptions for this)
- Upon approval from ISSS, email Grad Advisor to add CS 6945
- CPT I-20 received so internship can start
- If CS 6945, submit assignments to [grad-advisors@cs.utah.edu](mailto:grad-advisors@cs.utah.edu)
- Turn in Verification form with completion signature to Grad Advisor