

School of Computing
Curricular Practical Training (CPT)
Internship Verification Procedure

Thank you for hiring our international students for internships with your company. We appreciate the opportunity they have to integrate their classroom learning in the practical training that you offer. To facilitate this according to the Curricular Practical Training (CPT) visa policy for international students administrated by the University International Student and Scholar Services, we ask that you and the student please complete this CPT verification form (pg 1 + Pre CPT part of pg 2) and e-mail it to our Graduate Advisors at soc-cpt@cs.utah.edu

Upon completion of the internship, please sign the Post-CPT part confirming that the student completed the internship. No evaluation is necessary. We are attempting to make this process brief while comprehensive. If you have any questions, please contact our Graduate Advisors.

What is CPT?

Curricular Practical Training (CPT) is a temporary employment authorization that is “an integral part of an established curriculum” and “directly related to an F1 student’s major area of study.” The CPT is granted by the Office of International Student and Scholar Services at the University of Utah with the chief purpose of achieving a curricular objective. CPT includes alternate work/study, internship, cooperative education, or any other type of internship or practicum, which is offered by employers through cooperative agreements with the school. The hiring of our international students as interns accordingly qualifies as such, and it is essential that this internship provides the student with skills that can be used in multiple employment settings related to the student’s major.

Please complete the following:

- The student is to enter three learning objectives that relate to her/his curriculum on the Pre-CPT form. These learning objectives are determined by you and the student to be a part of the job description.
- Yours and the student’s signatures on the CPT form prior to the internship verify that the learning objectives will be **a part of** the experiences and training that the student receives with you.
- Yours and the student’s signatures on the CPT form after the internship verify that the internship was completed.
- Please e-mail the verification forms to our Graduate Advisors at soc-cpt@cs.utah.edu after signing as part of the pre-CPT verification, and then upon student’s completion of the internship.

I have read the above content

Employer/supervisor Date

Please use the CPT Verification form below.

Thank You!

School of Computing
Pre-CPT & Post-CPT
 Internship Verification Form

- Please complete this form as part of the internship program made available through the School of Computing and the International Students and Scholarly Services at the University of Utah. Student is to enter the three objectives originally stated as part of the CPT application. Please use this same form for both the pre-CPT and the completion of CPT signatures. Electronic signature is fine, and if you don't have Adobe Acrobat Pro, which allows you to fill and save the form, a scanned copy will suffice.
- Before the internship, the student and employer are to sign below on the designated lines to confirm the stated objectives for the internship. After both have signed, please e-mail a copy to soc-cpt@cs.utah.edu with **student name in the subject line**.
- At the conclusion of the internship, the student and employer are to sign below on the designated lines to confirm the completion of the internship. No evaluation is necessary. After both have signed, please e-mail a copy to soc-cpt@cs.utah.edu with **student name in the subject line**.

Name of Intern: _____
 Name of Internship Supervisor: _____
 Position/Title: _____
 Organization: _____
 Address: _____
 E-mail _____ Phone: _____ Fax: _____

Learning Objectives as stated in the CPT application

PRE-CPT Verification:

Employer/supervisor name (typed)	Signature	Date
Student name (typed)	Signature	Date

Upon Completion of CPT:

Employer/supervisor name (typed)	Signature	Date
Student name (typed)	Signature	Date