

A background network diagram consisting of numerous nodes connected by thin lines. The nodes are colored in shades of blue, purple, and pink, and are arranged in a complex, interconnected pattern.

Understanding the CPT Process

MS and PhD Students





Agenda

0
1

What is CPT?

0
2

Eligibility Policy

0
3

Internship Requirements

0
4

Application

0
5

After Approval

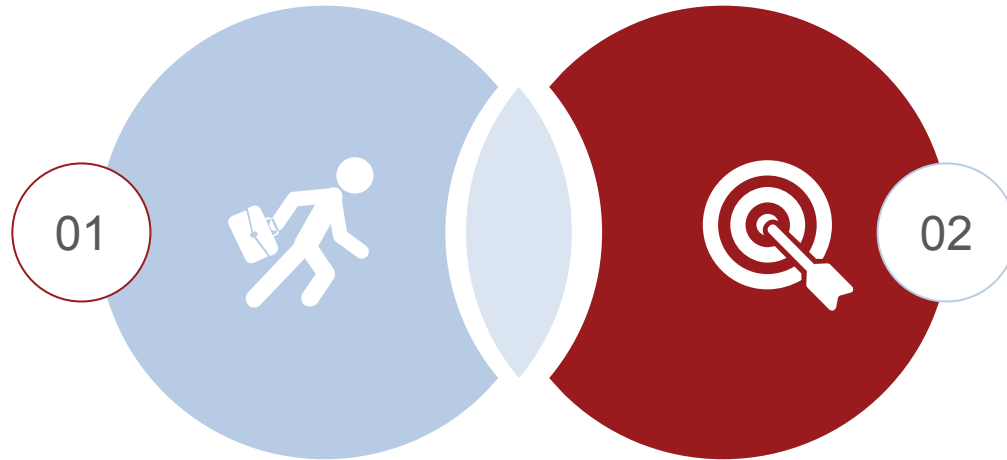


Curricular Practical Training (CPT)

CPT is a type of work authorization for eligible F-1 international students to participate in paid off-campus internships. The purpose of CPT is academic, not just for employment and the internship must be considered an integral part of your degree program.



Off-Campus



Paid Internship

CPT Eligibility



Time



GPA



Path



Time at USC

- 2 academic semesters
- Attended other universities in the U.S.? You may be eligible sooner.



GPA

- Fall/Spring CPT: 3.0
- Summer CPT: 2.75



Career Success Path

- The web-based version App:
<https://eva.usc.edu/webapp>

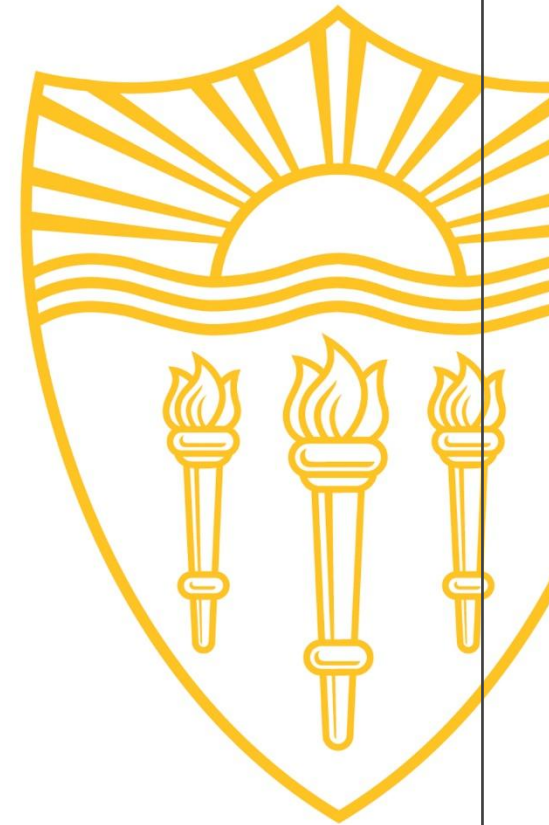


Things to Consider...

- Volunteering opportunities: This is allowed but should not receive any kind of compensation.

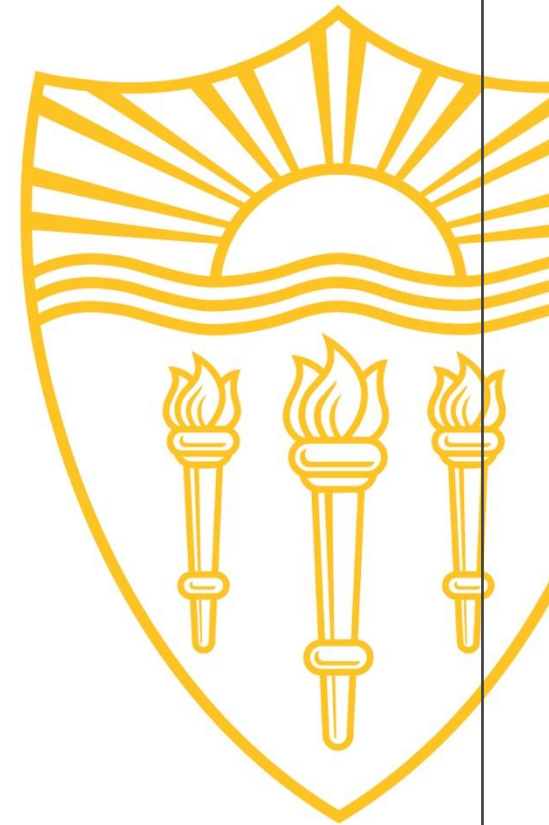
If the volunteer internship does not satisfy [DOL](#) rules regarding volunteer work, then the work is “employment.” In this case, an international student can engage in the internship only if he/she/they has proper work authorization.

- Internship application process should be one semester prior
- During your first and second semester, some students find opportunities on-campus. You can get paid as a student worker.
- If you get an on-campus student worker position that is research based related to your major and you want to get ENGR course credit, contact the VASE office.



Planning Tips

- Work hard on your GPA from the first semester.
- During first 2 semesters, you should work on:
 - GPA
 - On-campus job opportunities
 - Campus engagement
 - Explore career options
- Learn and complete Career Success Pathway



Internship Requirements

Hours of Employment

Fall or Spring Semester		
	Part-time OK (<20 hrs/week)	Full-time OK (21-40 hrs/week)
Final semester	YES	YES ≤4 credits + CPT credit
Not final-semester	YES (must enroll full time)	NO

*You are eligible to work both part-time or full-time during **summer**.

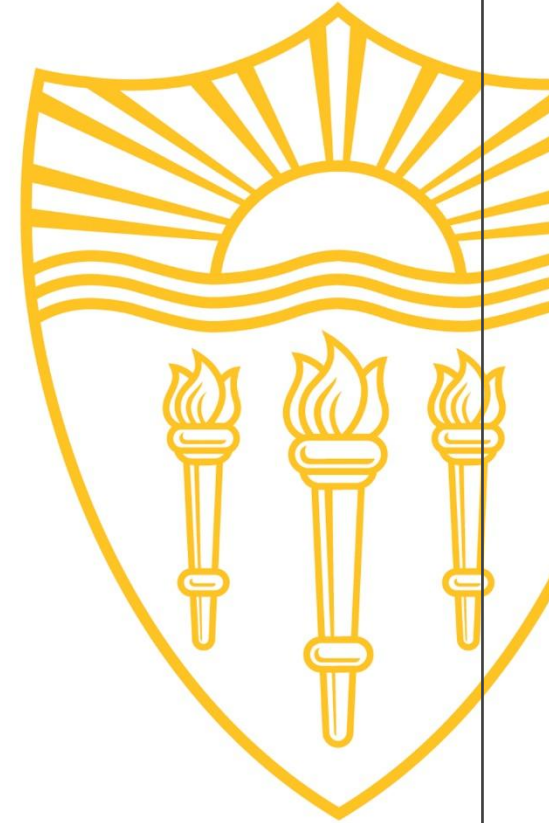
*You cannot take academic difficulty RCL (Reduced Course Load) with internship simultaneously.



USC
Viterbi
*Admission and
Student Engagement*

Things to Consider...

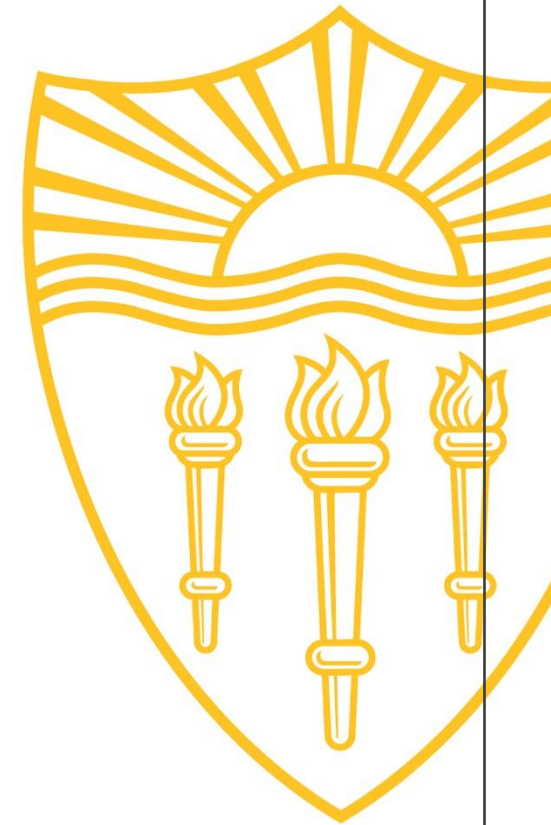
- Plan for Graduation – Academic Plan Unit(s) in your final semester
- Consider your course load and whether a full-time or part-time internship is manageable.
- Check with a VASE advisor if you are sure about employment hours, academic load, etc.



Internship Requirements

Location

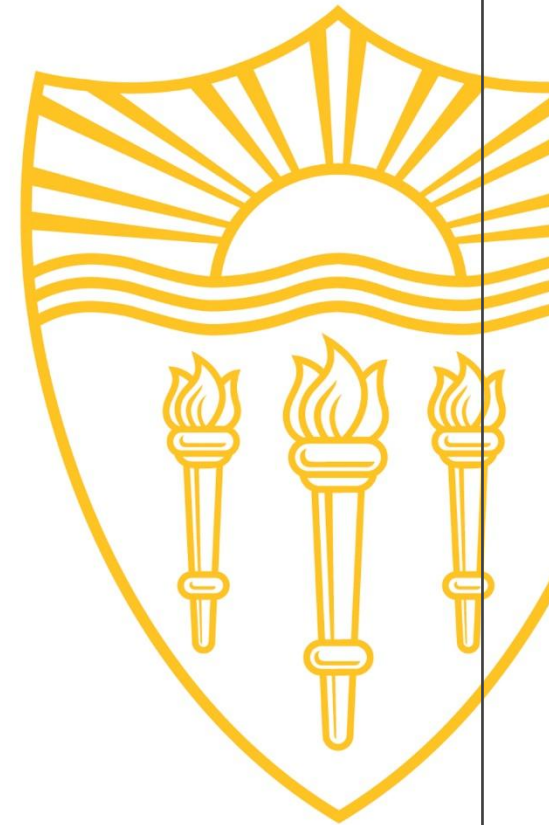
	In L.A Area	Out of L.A Area
Eligible for full-time	YES	YES
Eligible for part-time	YES	NO



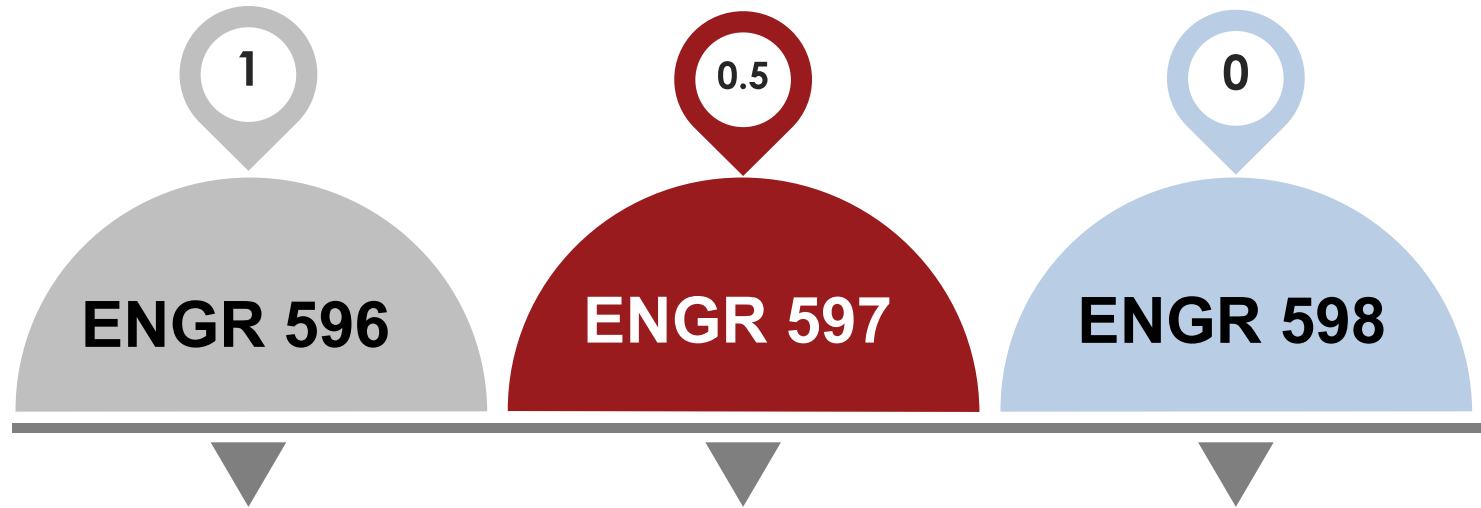
USC
Viterbi
*Admission and
Student Engagement*

Things to Consider:

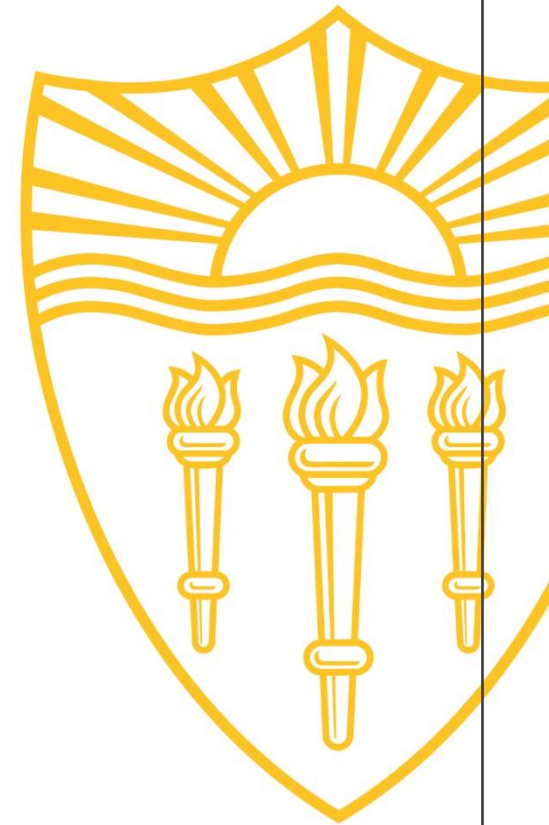
- Relocation
- Remote internship
- Final semester final class
 - Work must be in the L.A area if your class enrollment is more than 4 credits.
- Full-time offer during final semester does not need end date



Internship Course

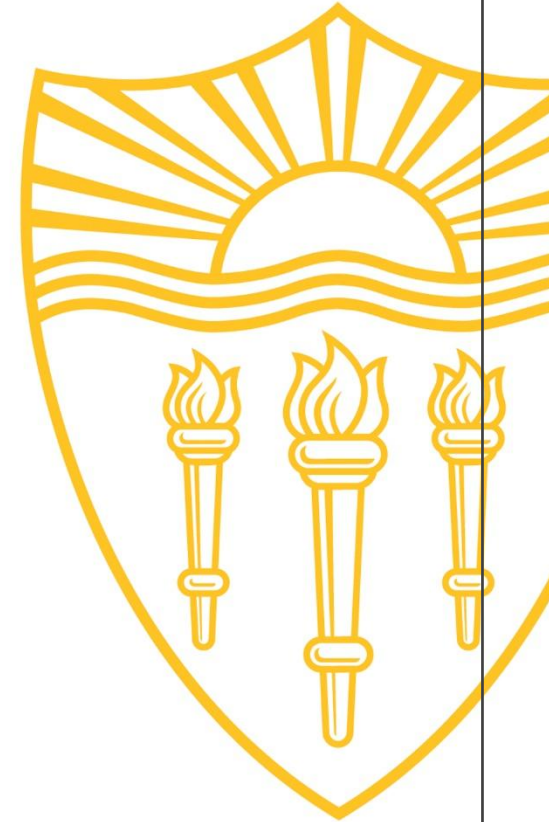


Major	First Internship	Future Internships
CS/ECE	ENGR 597	ENGR 598
Other	ENGR 596 or 597	ENGR 596 / 598



Things to Consider...

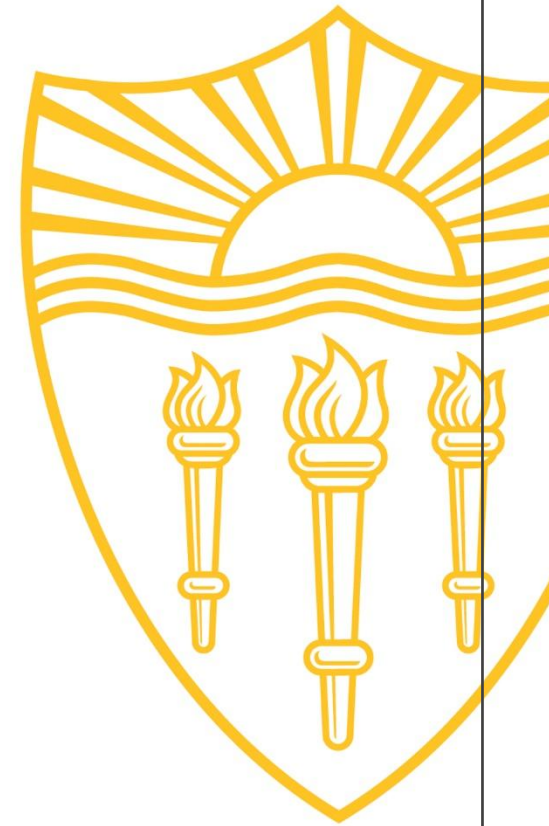
- Know whether internship credit can be applied to your degree
- Plan how many units of ENGR internship course
You can't repeat ENGR 597 (0.5 units)
- Follow the course requirement for ENGR course



Internship Requirements

Offer Letter

- Student's full name
- Job Location – in the body of the letter
- Job description (not just title)
- Hours per week
- Beginning and ending dates of the internship



Apply Online

1. Obtain Qualified Offer Letter



2. VASE Online Application



3. Register for ENGR 596, 597 or 598



4. OIS Reviews for Final Approval

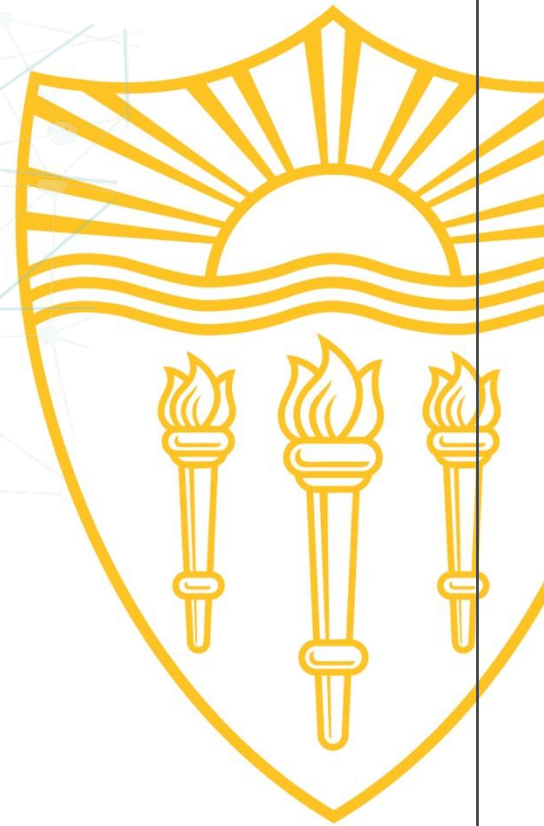


VASE CPT Website



CPT Dates and Deadlines

<https://viterbigrad.usc.edu/cpt/>



After Approval

Do

- Pick up I-20 from OIS
- Apply for SSN
- Follow instructions and deadline in ENGR course

+

**OIS
Approved**

-

Don't

- Continue in other recruiting process
- Change Employer
- Miss ENGR course assignment deadline



Contact Us

Viterbi Admission and Student Engagement

- Email: masters@vase.usc.edu
- Website: <http://viterbigrad.usc.edu>
 - Check for walk-in and appointment options

Viterbi Career Connections

- E-mail: vcareers@usc.edu
- Website: <https://viterbicareers.usc.edu/>
 - Check for current walk-in and appointment options

Office of International Services (OIS)

- Email: ois@usc.edu
- Website: <https://ois.usc.edu/>

