

Curricular Practical Training (CPT) Guidelines for iSchool International Students



Congratulations on your internship offer!

Curricular Practical Training (CPT) is intended to provide international students with work experience directly related and integral to a student's program of study. To be eligible, students must be in valid F-1 status and have been a full-time student in the U.S. for one academic year (2 semesters).

CPT is authorized by semester (Fall, Spring, or Summer). Therefore, students must submit a new CPT request each semester.

Approval from your department/school is required for CPT.

To receive a CPT recommendation letter from the iSchool, there are a few steps you must follow.

1. You will need a formal internship offer letter from the hiring manager and it must include the following information on company letterhead:

- a. Job title
- b. Formal job description
- c. The exact number of hours you will be working per week (not "part-time" or "full-time")
- d. The company address, even if your position is remote (no P.O. Boxes)
- e. Exact employment start and end dates – the internship should begin and end during the semester timeframe
- f. The name, address, and phone number of the immediate supervisor
- g. Notation of onsite, remote or hybrid
- h. Paid or unpaid
- i. Signed by a representative of the company

2. Next steps depend on which program you are in:

Undergraduates:

- Complete internship [proposal form](#) and send to Professor [Paul Gandel](#) for approval
- Upon approval, complete the [online form](#) with internship details. The form will require you to attach your offer letter.
- Register for IST 471
- The CPT recommendation letter will be emailed to you at which time you can contact the Office of International Services.

Graduate - Applied Data Science: (internship is an elective)

- Internships must be approved by your academic department. Send your offer letter and a brief job description – *details from the employer or the position description you applied to* - to iadvising@syr.edu for review. If approved, you will be given permission to register for IST 974; a one-time registration for 3 credits.
- Upon approval, complete the [online form](#) with internship details. The form will require you to attach your offer letter.
- The CPT recommendation letter will be emailed to you at which time you can contact the Office of International Services to complete the CPT process.

Graduate – Information Management/Systems: (internship is required)

- Complete the [online form](#) with internship details. The form will require you to attach your offer letter.
- Your program does not require departmental approval. Register for IST 971 - section 800.
- The CPT recommendation letter will be emailed to you at which time you can email or visit the Office of International Services to complete the CPT process.

Graduate – Ph.D.

- Follow the same guidelines as IM/IS students

Further Questions?

Contact the Career Services office at icareers@syr.edu or in 114 Hinds Hall or the [Office of International Services](#) at international@syr.edu or at 310 Walnut Place.