Information regarding CPT for ECE International Graduate Students:

International students enrolled in an ECE Graduate Program may register for CPT (RACK 998) during the spring/summer term. Applications for CPT require department approval and the signature of a faculty advisor. Usually students conduct the internship in the spring/summer, but register for RACK 998 in the preceding winter term.

The intent of CPT is for students to engage in practical job experience that directly relates to their academic program of study. Students must choose their internships carefully with the understanding that any job that is NOT specifically related to the applicant’s major area of study, will likely result in the denial of the CPT request.

Graduate students must enroll full-time each fall and winter semester. Students may not engage in CPT in lieu of full-time enrollment. CPT will not be allowed in the student’s final term unless the student needs to register for other courses that are required for the completion of the academic program.

Students must start this process in a timely manner to allow for application review and the final approval through the International Center (IC). Paperwork and instructions to apply for CPT are found on the IC website: http://internationalcenter.umich.edu/immig/fvisa/f_cpt.html

CPT Steps:

1. Completed the CPT Online Certification Course (through the IC)

2. Turn in all of the following to your ECE Graduate Coordinator:
   a. An official job offer letter from a company – Inform your employer that this letter must be detailed and list specific duties for the internship.
   b. The Academic/Faculty Advisor Recommendation Form - top portion only completed.
   c. A detailed CPT Statement of Intent – this statement should
      i. Describe the job you will be doing in detail 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.
   d. The most current University of Michigan transcript from Wolverine Access.

   *The grad coordinator for your program will forward paperwork on to the appropriate faculty advisor for signature. You will be notified to pick up your paperwork

3. Email your CPT course certificate, the Advisor Rec Form, Job offer letter, I-20 (p. 1 & 3), I-94 and unofficial transcript to gailcarr@umich.edu  Subject line should read: “CPT Documents”

4. Take required documents to the IC for final approval.

5. Following your CPT experience you must submit a final report (3-5 pages) that outlines all of the work that you did during your internship. Your faculty advisor will review this report and issue the grade for RACK 998.

IMPORTANT NOTES AND CONSIDERATIONS:

- All ECE Grad students are in RACKHAM programs, NOT CoE Masters of Engineering
- ENGR 400, managed by ECRC, is for undergraduate students ONLY.
- ENGR 600 is for Masters of Engineering students ONLY.