What documentation to upload for the "CPT Requirement Proof"?

Proof is required to demonstrate that your practical experience (internship, practicum, field experience, etc.) is an integral part of your curriculum. Each category of CPT requires a different type of proof.

Reminder: You must already be registered for a credit-bearing course before submitting the e-form in IStart (except for the fourth category of CPT "Required for Degree Program").

Here are the four categories of CPT and examples of the types of proof you need to upload in the CPT application:

NECESSARY FOR COURSE
The work experience fulfills a requirement of a course as specified by the official course description available to the public in a university catalog or website department course listings. The work experience must be directly related to the major/program listed on the first page of the student's I-20 and commensurate with the current educational level.

Required proof:
1. Navigate to the USF course catalog of your academic level. https://catalog.usf.edu/
2. Find the course you are registered for.
3. Take a screenshot of the course description. Or select the printer icon in the upper right corner and save the document. See the example below.
4. Upload the document or the screenshot.

EIN 4940 - Industry Internship

EIN 4940 - Industry Internship

Credit(s): 0-3
Individual study as practical industrial and management systems engineering related work under industrial supervision with faculty approval and assessment.

Other Information: Field of Study Include: EIE

College Include: EN

Access - Majors ONLY – BSIE Industrial Engineering

ONLINE Course: 80-99%-Primarily Distance Learning

Please note that the screenshot is only an example.
This is not necessarily the exact course you will upload.
Upload the course that you are registered for.

USF CAREER SERVICES CO-OP OR INTERNSHIP (For Undergraduate Students Only)
The work experience is assigned and monitored by USF's Career Services. The work experience must be directly related to the program (major) and commensurate with the current educational level.

Required Proof:
1. Apply through USF Career Services, and you will receive a "Training Assignment Confirmation" form.
2. Fill out the form and upload a copy. See the example below.

Training Assignment Confirmation

Attention Student: It is very important that you complete the following steps BEFORE you begin work.

1. Register for class you have been approved and permitted for that is listed below.
2. Once registered, submit this form along with your offer letter to iStart (selecting option #2 – Career Services) for International Services to process your CPT approval.

Student Name _____   Student U# _____

Hiring Organization's Name _____

TRAINING TIMELINE

☐ Fall   ☐ Spring   ☑ Summer   Hours Per Week _____

Dates of Training _____   to   _____

COURSE ENROLLMENT

☑ IDS 3947 Undergraduate Internship Course   ☐ IDS 3949 Cooperative Education, Parallel (part-time)

☐ IDS 6940 Graduate Internship Course   ☐ IDS 4949 Cooperative Education, Alternating (full-time)

Section # _____   CRN _____

I have reviewed and approved this student's offer for enrollment in course listed above based on offer letter submitted.

_____   Date_____

Coordinator of Experiential Learning

CAREER SERVICES
Careerservices@usf.edu | 813-974-2171 | usf.edu/career-services

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DISSERTATION AND THESIS
The work experience must be necessary and contribute to the production of the final thesis or dissertation. The student must be in candidacy and enrolled in dissertation hours OR already in thesis track and enrolled in thesis hours.

- There is no required proof to be submitted. However, make sure that you are registered for thesis/dissertation hours for the period of the internship.