The Department of Chemical Engineering Guidelines
For Curricular Practical Training

There are two instances of CPT eligibility, the MS internship course and PhD research.

**MS internship**
The master’s degree students MUST fill out an application form and provide it, along with a signed offer letter detailing their job duties to the advisor. If approved, they MUST register for CHEN E4999 while taking CPT. For Fall/Spring semesters, online registration should be used. For summers, an Add/Drop form and subsequent manual registration in the Kent Hall should be used.

**PhD research**
PhD students do not have to register for a course while doing research towards the dissertation. For PhD CPT, the job must be doing part of the student’s dissertation research. ISSO normally needs a letter from the employer and the professor who supervises the dissertation research. The two letters needed should include the following elements:

**Letter from the faculty member who will supervise the student internship stating:**
- The specific internship opportunity
- The specific degree requirement or elective course (e.g. G7621y) that it satisfies the minimum requirements to complete the internship
- A reasonable period of time needed to complete the internship (e.g., satisfying the requirements of a 1 semester, 3 credit course would normally be done in 1 semester or less) if CPT is for dissertation research, the student’s adviser should provide a detailed letter stating the dissertation topic, what research will be carried out, and why it is necessary for the dissertation.

**Letter offering internship employment from the employer including the following information:**
- Beginning and ending dates of employment
- Number of hours the student will work weekly
- A description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements for your degree
- Location where employment will take place ISSO has instructions on line for students
  - [http://www.columbia.edu/cu/issso/visa/F-1/F-1_PT_curricular.html](http://www.columbia.edu/cu/issso/visa/F-1/F-1_PT_curricular.html)