

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/isso/visa/F-1/F-1_PT_curricular.html