

Internships

US Citizens, Legal Permanent Residents, and H-1/H-4 visa holders do not need to do anything special regarding internships. If such a student receives an internship offer, they may choose to accept it but should keep a balance with school and work so as to succeed in earning their degree.

International students, that is, those on F1/F2 visas, must obtain authorization for an internship. In order to be eligible for an internship, master's students must have grades posted in at least half of the courses required for their degree (deficiency courses are not counted toward internship eligibility), and must have a cumulative GPA of at least 3.0. PhD students must have unconditionally passed their Diagnostic Evaluation and have an overall GPA of at least 3.0.

Upon receipt of an internship offer, the student must send the Curricular Practical Training (CPT) form available from the Office of International Education and the internship offer letter to a CSE graduate advisor at CSEGradAdvising@uta.edu. The offer letter must describe the general job duties, state the start date and end date for employment, as well as state whether the offer is for part-time or full-time, or state the work hours per week. The start and end dates of the internship must fall between the dates listed on the Office of International Education website CPT page.


The CSE advisor will verify the student's internship eligibility and register the student in the required internship course, CSE 5191 for full-time CPT or 5192 for part-time CPT. Upon completion of the internship, a report must be submitted to the appropriate CSE faculty member for a grade in the CPT course. The professor of record will instruct students what to do at the appropriate time.

International students may complete a maximum of two semesters of full-time internships during their UTA master's degree career. That is, they can only enroll in 5191 twice for full-time work. If a full-time internship offer spans from two terms or is extended after one term, the student must sign up for 5191 in each term. Enrollment in other coursework is not required when a student is on full-time CPT.

There is no limit to the number of part-time CPT internships students may have. Students doing part-time internships must still register for 5192 and must enroll full time for Fall and Spring terms. Summer enrollment is optional.

Students should fill in all the yellow highlighted areas of the form, then submit the form and offer letter to CSEGradAdvising@uta.edu for signature and processing.

****NOTE:** if your CPT is online only and you will not be moving to work on location, then the Employer Address (Physical address of employment) should be wherever you'll actually be working (for example, your apartment or home address).

 UNIVERSITY OF TEXAS ARLINGTON	Office of International Education (OIE) CPT: Academic Advisor Recommendation <small>Swift Center 1022 UTA Blvd, Box 19028 Arlington, TX 76019-0028 PH (817) 272-2355 FAX (817) 272-5005</small>			
Student Information				
Student Name	<div style="border: 1px solid black; height: 20px; width: 400px;"></div>	UT ID #	<div style="border: 1px solid black; height: 20px; width: 100px;"></div>	
Current Major	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>	Current degree level	<div style="border: 1px solid black; height: 20px; width: 100px;"></div>	
Expected Graduation	<div style="border: 1px solid black; height: 20px; width: 200px;"></div> <small>(Semester / Year)</small>			
		Credit Hours Left in Degree plan	<div style="border: 1px solid black; height: 20px; width: 100px;"></div> <small>(Internship should not delay graduation)</small>	
Internship Information				
Course Name and Number	<div style="border: 1px solid black; height: 20px; width: 200px;"></div>	Course Supervisor	<div style="border: 1px solid black; height: 20px; width: 200px;"></div>	
Employer Name	<div style="border: 1px solid black; height: 20px; width: 200px;"></div>	Employer Address <small>(Physical address of employment)</small>	<div style="border: 1px solid black; height: 20px; width: 200px;"></div>	
Start Date of employment	<div style="border: 1px solid black; height: 20px; width: 150px;"></div> <small>(Must be between the day after the last day of previous semester and mid-session date)</small>	End Date of employment	<div style="border: 1px solid black; height: 20px; width: 150px;"></div> <small>(Employment must end before the start of the next semester. It will be extended until max. CPT unless final semester)</small>	
Hours per week:	<div style="display: flex; gap: 10px;"><div><input type="checkbox"/> Full Time (over 20hrs/week)</div><div><input type="checkbox"/> Part Time (20hrs/week or less)</div></div>			
Internship Duties	<div style="border: 1px solid black; height: 40px; width: 600px;"></div> <small>(Include title and description of job duties)</small>			
Internship Goals	<div style="border: 1px solid black; height: 40px; width: 600px;"></div> <small>(Explain how internship is related to student's degree program. Include any requirements for course completion. Ex: Written Reports, weekly conferences, oral presentations, employer's reports etc)</small>			
<p>The internship described above is highly recommended and is directly related to the student's degree program. The student's performance on the internship will count significantly towards the grade of the course:</p>				
Advisor Information				
Name	<div style="border: 1px solid black; height: 20px; width: 400px;"></div>	Department	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>	
Extension	<div style="border: 1px solid black; height: 20px; width: 100px;"></div>	Email	<div style="border: 1px solid black; height: 20px; width: 300px;"></div>	
Signature	<div style="border: 1px solid black; height: 20px; width: 400px;"></div>		Date	<div style="border: 1px solid black; height: 20px; width: 100px;"></div>

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.