

College of Business and Public Administration
Career Management Center
Instructions for F-1 Visa Students (co-ops/internships)

For students holding an F-1 visa, working off-campus is allowed in only very specific circumstances, including pre-approved co-ops and internships. Please carefully read the [requirements](#) of International Student and Scholar Services and then follow the instructions below.

1. Attend a CPT workshop sponsored by ISSS. [Register](#) on line at the ISSS web site.
2. Register in the CMC's eRecruiting system. The CMC can provide a great deal of assistance to you in finding an internship. If you want assistance please make an appointment with our co-op/internship coordinator by calling 683-5777 or dropping by the Business CMC Satellite Office in Constant 1011. If you already have an offer from an employer please proceed.
3. A job offer letter from the company for which you want to work—on company letterhead and in compliance with the appropriate format [available on ISSS web site]. This letter is good for ONLY ONE SEMESTER. You are required to have a new letter each semester.
4. A job description—it must be specific enough that your faculty member will see how it is related to your academic curriculum.
5. Complete a learning contract, available from Business CMC Satellite Office in Constant 1011. Have the appropriate faculty sponsor approve the form. Note that you must have completed at least 15 hours in your MBA program.
6. Print and complete the [CPT](#) permission form.
7. Make an appointment or drop by to see your career consultant in Constant 1011. Bring your letter, completed learning contract, job description and completed CPT paperwork.
8. Take signed CPT paperwork and other required documents to ISSS for processing.

NOTE: While we will make every effort to be available to sign your paperwork please note that vacation schedules, off campus meetings, etc. may delay the process.