



Winter 2025 Internships
ENGR 998 Engineering Graduate Student Registration & Requirements

ENGR 998 combines academic study with relevant work experience. It is an optional course available to College of Engineering graduate students after the second semester. This course carries one credit but does not count toward degree requirements. The internship job duties must relate to the student’s major.

- *Fall/Winter internships:* students must work 10 to 20 hours per week for a minimum of 8 weeks, must maintain status as a full-time student and be enrolled for the respective Fall/Winter term
- *Spring/Summer internships:* students must work 30 to 40 hours per week for a minimum of 6 weeks and may be enrolled for the Winter term prior to the internship **or** for the respective Spring/Summer term

Application Materials & Enrollment (before your internship)

To apply for ENGR 998, you must:

- 1) Attend one ENGR 196 & ENGR 998 - CoE Internship Seminar ([Career Forge](#) Events for Seminar times).
- 2) For international students only:
 - a) Please see the CPT flowchart/documents specific to CoE students on the registration materials.
 - b) Your Engineering Academic/Faculty Advisor Recommendation Form for CPT must be signed by:
 - i) Your Graduate Program (Grad Coordinator or Faculty Advisor) on page 1.
 - ii) PhD students in dissertation hours ONLY must also have page 3 of the CPT form completed by their Faculty Advisor.
 - iii) After your Advisor signs the form, upload the CPT form and your job offer letter to [Career Forge](#) for the ECRC Advisor signature on page 2.
- 3) Write Initial Essay (See Syllabus provided during Seminar for details)
- 4) Complete the application in [Career Forge](#) and upload your Initial Essay

Instructions to apply:

- 1) Log into your [Career Forge](#) account
- 2) Select ‘Experiences’
- 3) Click ‘Add Experience’
- 4) Follow prompts to submit all documents

You will not be granted permission to enroll in ENGR 998 until you have attended the required Seminar, have submitted all of the requirements listed above via [Career Forge](#) and your application is approved by the ECRC. Incomplete registration or missing documents will delay your enrollment into ENGR 998. Once approved, you will be granted permission for enrollment and receive an email outlining your next steps. ENGR 998 is 1 credit and you will be charged accordingly. This 1 credit course does not count toward your graduation credits. If your CPT is rejected by the International Center, it is your responsibility to withdraw from the course. If your internship plans change, you must inform the ECRC. International students must also inform the International Center.

Additional Course Requirements (during the semester; see syllabus for details)

1. Check-in Questionnaire
2. End of Term Essay

Enrollment and assignment due dates

Internship Dates	Enrollment begins	Last day to enroll	Midterm Due Date	End of Term Essay Due Date
Internships taking place between January-April	11/18/2024	1/21/2025 **please consult ECRC for exception	Two weeks after internship start date, unless otherwise noted by ECRC	4/15/2025

International Student CPT Process for Graduate Engineering Students

Step 1 - Receive an Internship Offer and Attend CoE Internship/Co-op Seminar

Internship Offer Letter must include the following information:

- Be written on the company's letterhead and addressed to you
 - Job title
 - Detailed job description
 - Specific street address where employment will take place including company address if internship is remote
 - Specific number of hours per week you will work
 - Specific start and end dates of CPT employment
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- Complete basic application in [Career Forge](#) under 'Experiences' and follow all instructions outlined in the enrollment process, starting with registering for a CoE Internship/Co-op Seminar ²
 - Attend [CPT Online Workshop](#)² facilitated by International Center

Step 2 - Gather Signatures from CoE Academic Advisor on the Required Documents (May take 1-3 weeks)

- Engineering Academic/Faculty Advisor Recommendation Form for CPT¹
- Other departmental specific requirements (if applicable)

Step 3 - Submit Paperwork to ECRC for Enrollment in ENGR 196³ (May take 1-2 weeks)

- Submit the following documents: Offer Letter and signed Engineering Academic/Faculty Advisor Recommendation Form for CPT, and any other departmental specific requirements
- The ECRC will review your application and will sign page 2 of the Engineering Academic Faculty Advisor Recommendation Form for CPT
- Next, submit your initial essay and complete the final application questions. Once you've submitted this information, the ECRC will start processing your application for enrollment

Step 4 - Submit paperwork to the International Center (IC) and Receive CPT Authorization (May take 1-2 weeks)

- IC CPT Online Workshop Completion Email²
- Academic/Faculty Advisor Recommendation Form for CPT¹
- Offer Letter
- Photocopy of your current I-20
- Print out of your current I-94 or photocopy of paper I-94
- Print out of your unofficial transcript from Wolverine Access showing CPT course enrollment

Step 5 - Consult International Center for Questions and Additional Requirements

Step 6 - Complete Required Course Assignments During Internship and Submit in Career Forge

- Complete Check-in Questionnaire via [Career Forge](#) 2 weeks after you start your internship
- Submit End of Term Essay by April 15, 2025 via [Career Forge](#)

¹Your CoE specific Engineering Academic/Faculty Advisor Recommendation Form for CPT must be signed by your Graduate Program (Grad Coordinator or Faculty Advisor) on page 1. An ECRC signature is required on page 2 and will be completed during Step 3. PhD students who are in dissertation hours ONLY must also have page 3 of the CPT form completed by their faculty advisor.

²CPT Online Workshop and ENGR 196 & ENGR 998 - CoE Internship Seminar attendance can take place as soon as you receive an offer.

³If your CPT is rejected by the International Center, it is your responsibility to withdraw from the course.

If your internship plans change, you must inform both the ECRC and the International Center.

For specific CPT questions contact the U-M International Center - www.umich.edu/~icenter or (734) 764-9310 or icenter@umich.edu.

This form must be completed by an Academic/Faculty Advisor. Part 1 may be completed alternatively by a Student Services Staff Member. Once completed, please return form to student, not the International Center.

Student's Name _____ UMID # _____
Last First

School or College _____ Degree _____ Major _____

The student above wishes to apply for Curricular Practical Training (CPT). CPT authorization allows the student to engage in practical training, paid or unpaid, that is an **integral** part of an established curriculum and is directly related to the student's major area of study. The goal of CPT must be to advance the student in their academic program in a specific and definable way.

Note: employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT. CPT may not delay completion of the student's academic program. Please note that non-required CPT is only allowed in your final term if you are also registered for other courses which are required for the completion of your academic program.

Please complete the following information to help us determine whether the proposed practical training activity meets the U.S. Department of Homeland Security requirements for CPT authorization. Call 734-764-9310 if you have questions.

- Has the student completed their coursework? yes no
(If yes and the student is a PhD candidate, you must also complete Part 3 of this form)
- Credits Remaining to Graduate (including DISS-CAND 995) _____
- Anticipated Academic Program Completion Date _____

Check one:

As the student's advisor, I certify that this CPT is a **required** part of the program, i.e. the program **requires** all students to have practical work experience in the field of study.

As the student's advisor, I certify that this CPT is a **non-required** part of the student's program. It is an integral part of the student's curriculum and pursuant to a course with a formal practical training component.

To make the CPT an integral part of the established curriculum, the student must be enrolled for a course specifically designated for this CPT. **It is the student's responsibility to register for, pay for, and complete the course.**

Registrar's Office Approved CPT Course (ENGR 196 or ENGR 998) _____

Number of Course Credits _____ Semester student will be enrolled in course _____

Name of Employer _____ Position Title _____

As the student's Academic Advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge, all of the above information is accurate.

Signature of Advisor

Typed/Printed Name of Advisor

Uniquename of Advisor

Advisor Position Title

Campus Telephone Number

Today's date

ENGR 196 or ENGR 998

Part 2 is to be completed by the Engineering Career Resource Center who supports the Faculty assigned to the course.

Student's Name _____ UMID # _____
Last First

ENGR 196 and ENGR 998 are described as:

"Practical work experience related to student's field of study in consultation with the student's department/program, cognizant faculty, and the Engineering Career Resource Center."

Students enrolled in ENGR 196 or ENGR 998 are participating in a work experience directly related to their academic studies. Students must adhere to the requirements outlined in the syllabus which includes attending in-person session, writing papers and correspondence during their work experience.

Please review all the statements below and sign to certify the following:

As the student's assigned Work Experience Advisor,

- I confirm that ENGR 196 or ENGR 998 is an integral component of their academic program;*
- I will monitor and assess the student's CPT experience;*
- If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT course was an integral part of the student's academic program and objectives.*

Signature of Work Experience Advisor

Typed/Printed Name of Work Experience Advisor

Today's date

For PhD students in dissertation hours only (PhD candidates)

Academic/Faculty Advisor: please complete this part if you answered “yes” to the question “Has the student completed his/her coursework?” on Part 1.

Student's Name _____ UMID # _____
Last First

In order to qualify for CPT as a PhD student working on their dissertation, the work must yield data which is necessary to complete the student's dissertation. Please note that the work cannot simply be RELATED to the dissertation, it must be an INTEGRAL part of the research for the student's dissertation.

Please attach a signed and dated letter on official departmental letterhead explaining how this practical training is an integral part of the research for the student's dissertation. Examples may include (but are not limited to): the student's dissertation involves innovative technology available only at this particular company or research facility; this employment involves collecting data essential for completing the dissertation, etc.*

Notes:

- In general, the end date of CPT authorization should not extend beyond the defense date;
- If the work cannot be considered an integral part of the research, but is related to the student's course of study, then the student may meet the eligibility requirements for Optional Practical Training (OPT) and may choose to apply for that instead. If this applies, refer the student to meet with an advisor at the International Center. Be aware that OPT processing by USCIS may take up to 3 months for approval.

Special note about ENGR 998 CPT course

ENGR 998 is described by the Registrar's Office as: *“Curriculum Practical Project: A practical work experience related to the student's field of study and consultation with a faculty advisor. Students enrolled in ENGR 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field, cognizant faculty, and the Engineering Career Resource Center. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of their academic studies to the consulting professor to receive full credit for the course.”*

As outlined in the course description, the student must submit a paper at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor.

As the student's Academic/Faculty Advisor, I hereby certify that I have read the job offer letter and consider the practical training described in the attached letter to be an integral part of the student's dissertation research.

- Is the training happening in the same term as the student's defense? yes no
- Estimated Defense Date _____

Signature of Advisor

Typed/Printed Name of Advisor

Today's date

*Note for students: We recommend that you keep the original letter from your advisor for your records and submit a photocopy to the International Center. The letter may be required by U.S. Citizenship & Immigration Services in the future (i.e. during any future OPT or H-1B application process).