

CAROLINA INTERNSHIP CPT

Complete Guide to Curricular Practical Training



Eligibility Requirements

- 1 Set up internship with the Career Center
- 2 Must register by the **add/drop date** for the semester
- 3 Job must be an internship, not a full-time position
- 4 Internship experience must not delay graduation
- 5 Must be enrolled **full-time for one full academic year** prior to application
- 6 Must maintain progress towards degree completion
- 7 Must maintain a **2.5 GPA** and remain in good academic standing
- 8 **Must obtain job before approval**



Important Restrictions

- 1 Full-Time Internship may only be taken during **summer months**
Others limited to 20 hours per week
- 2 Dissertation CPT is not available during the final semester of the program
- 3 **1-year full-time CPT will eliminate OPT eligibility**



Application Process

1

Find & Accept Position

Find and accept a position that is integral to your studies prior to applying for CIP.

2

Apply in Handshake

Visit Career Center Tab → Go to experiences → Submit experience and select CIP template → Fill out all required information

3

Wait for Approval

Wait for approval and fill out experiential education agreement form.

4

Submit CPT Forms

Complete the CPT I-20 form from ISSS library. Email forms to iss@sc.edu with required signatures.

- Apply for authorization 2 weeks prior to job start date.
- CIP CPT is due before add-drop date each semester- You must reapply every semester.

5

Receive CPT I-20

After approval from ISSS, you will receive a new CPT I-20. Carefully review, sign, and save a copy for your records.

Quick Reference

OPT-Optional Practical Training

Z-Status- Special enrollment status allowing graduate students to be considered full-time with reduced credit hours



Career Center

UNIVERSITY OF SOUTH CAROLINA