

International Students and Placements

Any international student attending our undergraduate (BSW) or graduate (MSW) program must follow the University's guidelines related to Curricular Practical Training (CPT). Please see the Office of International Education website and click on the [CPT](#) link for specific details. Some basic information is included here.

CPT is an authorization that allows international students to gain practical training experience in their field of study during their academic programs. Students must get CPT authorization in order to enroll in and complete an internship with the Department of Social Work.

To apply for CPT, students must receive an internship offer and complete an online form. The form requires a letter from a student's Field Instructor/On-Site Supervisor and from their advisor or program coordinator (BSW or MSW).

The letter that students will need from the agency must be on agency letterhead and include:

- Start/end date of internship and expected hours per week
- Address of internship
- Title and brief description of duties
- Supervisor name and contact information

The academic advisor/program coordinator form must:

- Identify which course the student will be registered for, including number of credits and term of registration
- Explain how the training experience ties to their curriculum/field of study, and
- Confirm that the training experience is *important/integral to the student's overall plan of study*

Students are not eligible to begin their internships until after the request has been approved and a new I-20 has been issued with authorization. We recommend that students meet with an OIE advisor before submitting their request so as to avoid delays.