



UCF GLOBAL WITH EXPERIENTIAL LEARNING

Recruiting UCF International Students

EMPLOYER GUIDE

We invite you to recruit University of Central Florida's (UCF) international students to participate in your internship program.

International students, scholars and professionals at UCF make significant contributions to campus learning, community diversity, research, and global partnerships necessary for advancement through the 21st century.

International students at the University of Central Florida are eligible to participate in internships through **Curricular Practical Training (CPT)** with minimal paperwork and at no extra cost to employers.

WHAT IS CURRICULAR PRACTICAL TRAINING (CPT)?

Curricular Practical Training (CPT) is a temporary employment authorization processed by UCF, which allows international students to participate in internships, co-ops or any other type of practical experience off-campus.

- Must directly relate to student's field of study.
- Students are eligible for **CPT** after being enrolled full-time for 1 academic year in the same degree level.
- UCF international students must be registered in an internship course for each semester they participate in an internship, in order to obtain **CPT** authorization.
- Processed on a semesterly basis and can only be processed prior to or during each semester.

Additional visas or immigration sponsorship from employers is not required.

BENEFITS OF HIRING INTERNATIONAL STUDENTS

International students are:

- Highly-skilled and ideal for project-based workloads and schedules.
- Experienced in adapting to new environments and settings.

As a company:

- Gain international talent with a global outlook.
- Potential to attain multilingual professionals with the ability to communicate effectively with international offices and stakeholders with cultural sensitivity.
- Achieve a more diverse workforce, with greater cultural representation for your company.

THE PROCESS

An offer letter on company letterhead is all that is required from the employer for the student to obtain CPT authorization.

Please download the CPT Authorization Packet here:
<https://global.ucf.edu/formsandfiles/8447/>

- Position title, duties and responsibilities, academically aligned to student's major.
- Number of hours of work per week and hourly compensation (if applicable).
- Start and end dates of employment.
- Name, title and contact information of internship supervisor.

Note: It is the student's responsibility to obtain CPT authorization and related documentation.

However, employers should verify that the student has obtained CPT authorization before they start working.



Frequently Asked Questions

IS THERE A LOT OF PAPERWORK INVOLVED IN RECRUITING INTERNATIONAL STUDENTS FOR INTERNSHIPS?

No, the employer only needs to provide an employment offer letter and verify CPT authorization when employment commences. As part of CPT, the student will be enrolled in an internship course, and the employer will be requested to complete a short evaluation for the student intern. The authorization process will be managed by the student and UCF.

HOW CAN I INDICATE THAT I'M OPEN TO RECRUITING INTERNATIONAL STUDENTS?

When posting a position on Handshake, select 'yes' for willingness to recruit candidates under OPT/CPT. You may also indicate your willingness to sponsor a work visa, but note that this is not a requirement for internships and CPT authorization.

DO I NEED TO PROVE THAT AN AMERICAN CITIZEN CAN'T FILL THIS INTERNSHIP OPPORTUNITY?

No, this is not a requirement for internships.

ARE THERE FEES OR COSTS ASSOCIATED WITH THE CPT AUTHORIZATION PROCESS TO RECRUIT INTERNATIONAL STUDENTS?

No, there are no fees or costs associated with the CPT authorization process.

CAN INTERNATIONAL STUDENTS UNDERTAKE A FULL-TIME INTERNSHIP?

International students can obtain authorization for a full-time internship (40 hours/week), but if authorized for part-time, they cannot exceed 20 hours per week of work.

HOW LONG CAN INTERNATIONAL STUDENTS INTERN WITH MY ORGANIZATION?

While enrolled, students are eligible to apply for CPT after completing one academic year. Upon graduation, students are eligible to apply for Optional Practical Training (OPT), which allows them to work for one year. STEM graduates are eligible to apply for a 24-month STEM extension.

THE NUMBERS

3,082

INTERNATIONAL STUDENTS ENROLLED AT UCF

Fall 2019

1,213

INTERNATIONAL STUDENTS IN INTERNSHIPS

Since 2018

123

INTERNATIONAL STUDENT INTERNSHIP PARTICIPATION

Per Semester

4.4%

INTERNATIONAL STUDENT POPULATION

From 154 Countries