GEORGE R. BROWN SCHOOL OF ENGINEERING
Steps for International Students to gain Work Authorization

1. Obtain an internship offer from a US company. Note that the school of engineering, the student’s department and the dean’s office will not be responsible for arranging an internship for any student.

2. Plan to register for the 1-unit independent study course ENGI 330 (for undergraduates) or ENGI 530 (for graduate students). Course descriptions are available at www.rice.edu/engi330-530.

3. Identify and arrange to meet with a faculty member (or department-designated associate dean of engineering) who agrees to be your course supervisor. Discuss the course requirements and agree on a plan to satisfy the requirements in a timely manner.

4. Read and complete, with the help of your supervisor, the F-1 Curricular Practical Training (CPT) Handout available at the OISS website http://tiny.cc/b7jne.

5. Meet with an advisor at the Office of International Students and Scholars (OISS) office (713-348-6095) with:
   • signed CPT form
   • your offer letter
   • your passport
   • your I-20 form

A representative from the OISS will then process your request as soon as possible.

All of the steps 1-6 above should be completed as soon as you have an offer letter, and in any case, at least one week before you start your internship. Work authorization takes time – do not wait until the last minute to begin this process.

OTHER IMPORTANT INFORMATION
You may not work on a paid or non-paid basis until you have received your work authorization from OISS. This work authorization is employer-specific; if for some reason you need to change internship employers, you will need to get a new work authorization before you start work for the new employer.