



Curricular Practical Training (CPT) Instructions & Request Form

Definition of Curricular Practical Training (CPT) (as noted by USCIS):

Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

Job Eligibility Requirements

To be considered for Curricular Practical Training (CPT), the work must be directly related to your major field of study and must be at your level of study.

Student Eligibility Requirements

1. Student must have completed one academic year
2. Application must be submitted before the end of second week of the semester.
3. Student must be enrolled in the internship course at the time the application is submitted.
4. Graduates must have at least a 3.0 GPA and undergraduates need at least a 2.0 GPA.
5. Graduate applicants must be in "classified student status" (and have completed any pre-requisites).

Employment Which Is a Required Part of Your Degree Program

Training which is required by your degree program meets the requirements for Curricular Practical Training (CPT). As long as you are maintaining lawful F-1 status, you may apply for permission to engage in Curricular Practical Training (CPT) whenever your program requires your participation. ***You must earn units for your involvement.***

Employment Which Is Not a Required Part of Your Degree Program

Training which is not required by your degree program may meet the requirements for Curricular Practical Training (CPT) if you receive academic credit for the employment experience and if it is an *integral* part of your studies. In order to be eligible to apply for CPT permission, you must be in lawful F-1 status and have been a full-time student for one academic year. ***You must earn units for your involvement.***

Part-Time vs. Full-Time Curricular Practical Training (CPT)

Part-Time Training: While completing coursework (Fall/Spring semesters), you are only authorized for part-time employment (less than 20 hours per week). Please be advised that any on-campus employment is included in your total hours per week. Part-time CPT requests will only be granted on a semester by semester basis.

Full-Time Training: During school breaks (i.e. summer, semester or spring break).

Curricular Practical Training (CPT) and Eligibility for Optional Practical Training

Use of full-time CPT for 12 months or more eliminates eligibility for OPT. Part-time CPT does not affect OPT.

Undertaking Curricular Practical Training (CPT) During Summer Session

Students may be authorized to undertake CPT during the summer session (after one academic year of enrollment) if:

- The course you wish to take for CPT is being offered and your department approves your participation (i.e. if course is an integral part of your program curriculum).
- Students must be enrolled in an internship course during the summer and will only be authorized for full-time training from the first day of the first summer session to the last day of the last summer session.

DO NOT WORK WITHOUT PROPER AUTHORIZATION!! Working without CPT authorization is illegal and is grounds for automatic termination of your immigration status. Please allow up to 3 business days to obtain your authorization.

- You will be notified when your new I-20 (with CPT authorization) is ready.
- Be careful not to start or continue employment beyond the dates authorized on your I-20 (2nd page). Any employment outside of the authorization dates will be viewed as unauthorized employment and will result in the termination of your immigration status.

A Note of Caution

While USCIS regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status and is grounds for automatic termination of your immigration record. It is your responsibility to comply with all USCIS F-1 regulations. If you fail to comply with your responsibilities, you may put yourself out of status resulting in the termination of your immigration record. This may put yourself in the future.

Number of Hours per Week

Part time is any employment at 20 hours a week or less. You *must* include in this time any on-campus positions or any other CPT position you may have. If the total time for all employment is more than 20 hours a week your CPT must be entered as full-time (as a reminder: if you use one year of full-time CPT you will become ineligible for Optional Practical Training).

Student Progress Verification

Your academic advisor must be able to verify both statements before CPT can be authorized. Students on academic probation cannot be authorized for CPT. In addition, the CPT cannot interfere with your ability to complete your coursework (meaning that your education must *always* remain your primary focus – you are required by law to make continuous satisfactory academic progress towards completion of your degree).

Student Follow-Up

You are required to submit a copy of your work contract or job offer letter *at the time of your CPT request*.

Application and Authorization Procedures

- Complete the Curricular Practical Training (CPT) application. Your academic advisor is responsible for filling out the bottom portion of the form.
- Bring the completed form, along with your work contract/job offer letter (required) to the International Education Coordinator no later than 3 business days before your employment begins.