

What is Curricular Practical Training?

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in an internship, co-op program, practicum or similar situation prior to the completion of studies. *The training must either be required OR an integral part of the established curriculum and the student must receive academic credit for the employment that will count toward degree requirements.*

CPT is authorized on a semester basis, typically using the semester calendar as the beginning and end dates of the experience. On rare occasions, and if required by the department, CPT can be granted for a longer period of time, but never exceeding 12 months in total. However, employment may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). If 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period.

CPT cannot be used to delay graduation or to quickly authorize employment that should have been approved by the Immigration Service. For work that is directly related to the student's major, but has no curricular component, the student must apply for Optional Practical Training.

Academic Credit Requirement

Enrollment in the appropriate internship or cooperative course, as recorded in the catalog with credit hours for their academic program, is required for CPT. **Note: If Fall or Spring CPT credit will be less than full time a Reduced Course Load Form must be filled with your application.**

The period of employment should fall within the limits of a given academic term. Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. Failure to enroll in the specific course for which the CPT is approved, and to complete the employment during the period of authorization will result in a violation of immigration status.

Students who have finished all course requirements except for thesis, dissertation, final project or the equivalent may only participate in CPT if it is to collect data that will significantly contribute to the thesis, dissertation, final project or equivalent. The graduate program adviser must explain and endorse CPT under these conditions.

Eligibility

Students are eligible for Curricular Practical Training after they have completed one academic year in valid F-1 status.

Authorization

CPT is authorized by an international student advisor in the Center for International Education Office (CIE). Employment may not begin until the proper authorization is printed on page 3 of the student's I-20 and must end by the authorized completion date. This authorization must be granted at least 2 weeks prior to the start date of the semester for which you are seeking CPT authorization. You must discuss your interest in CPT with your academic advisor and CIE Staff well in advance of your application submission in order for your CPT request to be considered

How to Apply

1. Schedule an initial interview with your Academic Advisor and a CIE Staff member to discuss your interest in CPT.
2. Complete Section A of the **Curricular Practical Training Academic Advisor Recommendation Form** (reverse side of this handout).
3. Request that your academic advisor complete Section B.
4. Obtain an Offer Letter, on company letterhead, outlining the duties of the practical training, your title, and start/end dates.
5. Submit the **completed Curricular Practical Training Academic Advisor Recommendation Form, official offer letter, and any additional required documents** to CIE. A CIE advisor will verify your F-1 status and confirm that the employment meets the curricular requirements. If the CIE advisor approves the CPT, a new I-20 will be issued and you will be notified. Note: Typical processing time is 2-3 business days.
6. Employment may begin only after the CIE advisor has approved the CPT by creating your new I-20 authorizing the employment. **The I-20 is the official document authorizing the Curricular Practical Training employment.**

F-1 Curricular Practical Training Academic Advisor Recommendation Form

Section A: To be completed by STUDENT:

Name exactly as it appears on your I-20: _____
Last Name First Name

Dawg Tag # Phone Number Email Address

Section B: Recommendation to be completed by ACADEMIC ADVISER or GRADUATE PROGRAM COORDINATOR:

IMPORTANT! ALL items must be completed.

1. Educational level (check one): ____ Bachelor ____ Master ____ Doctorate
2. Major area of study _____
3. Student will graduate on ____/____/_____
mm dd yyyy
4. Company name _____
5. Address of employer _____
Street address
- _____
City State Zip
6. Employment **Start date:** ____/____/_____
mm dd yyyy **End date:** ____/____/_____
mm dd yyyy
7. Number of hours to work per week _____
8. Academic credit will be awarded as follows:
 Course #: _____ Course name: _____
(i.e. ENGR 592)
- Number of credit hours _____ in the _____ semester 20_____
(Fall, Spring or Summer) Year

Failure to enroll in the required CPT course will result in cancellation of your CPT.

9. CHECK ONE:

- ☐ The employment is a **required** part of the student's curriculum.
- ☐ The employment is for a graduate student that has finished all course requirements except for thesis, dissertation or equivalent, and the purpose of this employment is to obtain data that will significantly contribute to the student's thesis, dissertation or equivalent as described here. (When this option is chosen, please attach a letter on department letterhead describing in detail the link between the curricular position and the thesis or dissertation, and give additional endorsement and rationale for the internship)
- ☐ The employment is not required, but is considered an **integral** part of the student's academic program. This option can be used for part-time CPT in Fall or Spring where the student is enrolled in **on campus** courses OR part/full-time CPT in Summer. You cannot use this option for full-time CPT in Summer if it is your final semester. (When this option is chosen, please attach a letter on department letterhead describing the objective(s) of the course and how the CPT will fulfill the course objective(s) as an integral part of the student's academic program.)

Placement in this internship was coordinated by:

Coordinator's Name _____ Department: _____

Coordinator's Signature _____ Date: _____

Phone: _____ E-Mail: _____