

### What is Curricular Practical Training (CPT)?

F-1 regulations define Curricular Practical Training as “alternate 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 university.” An International Student Advisor must authorize an F-1 student to participate in a curricular practical training program.

### CPT Eligibility

If you are currently in F-1 status and have, at a minimum, been enrolled as a full-time student during the academic year previous to the request, you may be eligible for CPT. Graduate students in programs that **require** immediate participation in a work experience program are exempt from the academic year full-time enrollment requirement. Students not pursuing a formal degree program (e.g., ALCC and Exchange Students) are ineligible for CPT.

### Types of CPT

- Required Curricular Practical Training is an internship or practicum that you must complete to earn your degree.
- For-Credit Curricular Practical Training allows you to earn academic credit toward your degree requirements in a job that is related to your field of study. It may be a required part of your degree program or an elective.  
(You must work with your Academic Advisor/Major Professor in designing a research project that you complete as part of the curricular practical training.)

### CPT Application Process

- Student and Academic Advisor or Major Professor complete Curricular Practical Training (CPT) Application and submit to ISSS.
- Employer complete Employer CPT form and submit to ISSS.

If the proposed activity meets the requirements for Curricular Practical Training and you are otherwise eligible, ISSS will produce a new I-20, which will indicate your work authorization on page three.

### Employment Restrictions

- **Part-time:** Most students are eligible for part-time CPT or employment for 20 hours or less per week.
- **Full-time:** Students may be eligible for full-time CPT or employment for more than 20 hours per week. Undergraduate and graduate students with coursework remaining can only participate in full-time CPT during official university breaks (summer, spring and winter breaks). Students may be eligible to do full-time CPT during the regular semester **if** all coursework, including seminars, is completed.

If you are planning to work on-campus at the same time you are authorized for CPT, please consult with an International Student Advisor.

Because of its unique relationship with the curriculum, there is no limit to the total (aggregate) time CPT may be authorized. However, CPT authorization is on a semester-by-semester basis.

### Affects on Optional Practical Training (OPT)

If you have been authorized (in total) for one year or more of full-time Curricular Practical Training, you do not have any remaining Optional Practical Training (OPT) eligibility. Full-time CPT that has not met (or surpassed) the one year mark does not affect your eligibility for authorization of OPT. Part-time CPT currently does not affect your OPT eligibility.

## Curricular Practical Training (CPT) Application

**Note to Academic Advisor:** Please fill out this form in its entirety, as all information is required to provide legal work authorization for student. 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."

Name of Student: \_\_\_\_\_  
Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth: \_\_\_\_\_

Current U.S. Address: \_\_\_\_\_  
Street address City State Zip

Student's Email: \_\_\_\_\_ Student's Major: \_\_\_\_\_

### To be completed by the Academic Advisor or Major Professor:

The above named student qualifies\* for Curricular Practical Training (CPT) based on the following (indicate one):

- An academic internship is required of all students in this program in order to graduate.
- An academic internship has been approved as an elective option in this program and fulfills an elective program requirement or will be taken in addition to program requirements.
- Work experience gained from this internship is integral to the student's thesis and the student is registered for the appropriate thesis research course.

**\*One of the above qualifiers must be met in order for CPT to be authorized. Please note, if CPT cannot be authorized based on lack of appropriate qualifier, the student does have another option for work permission in his/her field. Contact ISSS for additional information of alternative work permissions.**

Academic Department: \_\_\_\_\_

Student is registered for course # \_\_\_\_\_ during the \_\_\_\_\_ semester & will earn \_\_\_\_\_ credits to meet the CPT eligibility requirements.

Number of hours student will work per week: \_\_\_\_\_;  Full time or  Part time.

The Department  does or  does not consider registering for this course a full-time academic course load during \_\_\_\_\_ Fall semester, \_\_\_\_\_ Spring semester, or \_\_\_\_\_ Summer semester of 20\_\_\_\_(year).

Name of Cooperating Employer: \_\_\_\_\_

Dates of Employment: Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
(Dates from Advisor and Employer need to match.)

\_\_\_\_\_  
Advisor/Major Professor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Form to be completed by the Employer**

**Note to Employer:** Please fill out this form in its entirety, as all information is required to provide legal work authorization for student. 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."

Name of Student: \_\_\_\_\_  
Family/Last Name First Name

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
(Dates from Advisor and Employer need to match.)

Number of hours student will work per week: \_\_\_\_\_  Full time or  Part time

Employment will be:  Paid or  Unpaid

Position Title: \_\_\_\_\_

Brief Position Description:

*The company will be cooperating with the school in achieving the curricular purposes of the employment/training.*

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Employer Name printed Signature Date

If different contact than above please provide the following:

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please return this completed form and attached position description to the student. Student will submit to International Student & Scholar Services for processing.*