

Curricular Practical Training (CPT)

Instructions

Definition 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 employees through cooperative agreements with the school.

Student Eligibility Requirements

1. Student must have completed one academic year of full time study at an SEVP-approved institution(s).
2. Application must be submitted at least 5 business days before your program start date.
 - Business days are Monday through Friday
 - Business days do not include holidays
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).

Student Progress Verification

Your academic advisor must be able to verify both statements on the application 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).

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.

Curricular Requirements

Employment Required by 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 Not Required by 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

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).

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.

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).

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.

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.

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.

Application and Authorization Procedures

1. Complete the Curricular Practical Training (CPT) application. Your academic advisor is responsible for filling out the bottom portion of the form.
 - Download form to your device (do not type in browser as data won't save)
 - Type the top part of the form

- Save your data
 - Email completed form to your department advisor or faculty member to fill out the bottom part and ask them to email it back to you.
2. Obtain a copy of your work contract or job offer letter. The letter must include ***all*** of the following:
- job title,
 - job description
 - salary
 - start date
 - end date
 - number of hours you will work per week
 - your actual physical work address
- (If you will be working remotely, your offer letter must state that the work will be performed remotely and include the remote work location.)*
3. [Submit](#) your application packet at no later than 5 business days before your employment begins.

