

CURRICULAR PRACTICAL TRAINING

Definition

CPT “must be an integral part of an established curriculum.” It allows a lawful F-1 student to engage in “alternate work/study, internship, cooperative education or any other type of **required** internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” A student may choose to receive wages or academic credit for this experience.

Eligibility Requirements CPT

- ❑ Students must be in lawful F-1 status at the time of the application.
- ❑ Undergraduate students must complete one academic year as full-time students before they become eligible for CPT.
- ❑ Graduate students are eligible whenever it is **required** in their program of study
- ❑ Passport must be valid for at least six months into the future.

Application Procedures

1. Original job offer letter on (company letterhead) from the proposed employer that includes the following information (e-mails and/or faxes are NOT acceptable):
 - a. Place of employment
 - b. Location
 - c. Job description
 - d. Number of hours per week; and
 - d. Beginning and ending dates of employment
2. Academic advisor’s recommendation certifying that the “alternate work/study, internship, cooperative education” is a **required experience** of the field of study.
3. Photocopy of employment offer letter
4. Completed form I-538, section A.

Submit all documents to the Office of International Students & Scholars.

Important Information

- You may engage in Curricular Practical Training only **after** you have obtained permission from the office of International Students & Scholars.
- All CPT employment must be completed before graduation.
- You must maintain full course of study or its equivalent while on CPT.
- CPT employment must be performed for the specific employer, location and period listed on the I-20.
- You may engage in CPT part time (20 hrs or less) or full time (over 20 hrs).
- There is no cumulative maximum for CPT, however, if you complete twelve (12) months or more of full time CPT, you will **NOT** be eligible for Optional Practical Training.
- CPT will only be for one semester at a time.
- CPT will not be granted in your last semester unless it is applicable.