



## Curricular Practical Training (CPT) Guidelines

### Overview

Curricular Practical Training (CPT) must be “an integral part of an established curriculum.” Federal regulations define it as “alternate work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” See 8 Code of Federal Regulations § Sec. 214.2(f)(10)(i)

### A student is eligible for CPT if:

1. The student is in valid F-1 status at the time of application and has been in full-time status on the same SEVIS record for one academic year preceding the CPT application.
2. The student abides by all rules surrounding full-time course registration while on CPT. Full-time CPT authorization is comparable to a full course of study if it is required by their program.
3. The student has not completed all of the coursework and requirements for their program.
4. The CPT experience is either: satisfying a program requirement placed on all students, or optional and the student will register for coursework in their program of study in the concurrent term to represent the CPT experience (example: an internship or independent study credit).

### Please Note:

1. Regardless of whether the employment is voluntary or paid, the student must BE APPROVED for CPT before they can begin working.
2. International Student Services must approve CPT before the student can begin employment. Page 2 of the new I-20 must accurately reflect the student's employment information.
3. CPT can only be authorized for one term at a time.
4. CPT can be part-time (20 hours or fewer) or full-time (21 hours or more). \*Note that full-time CPT is only granted in certain situations. CPT cannot exceed 20 hours on and off campus while classes are in session.
5. A student with 12 months of full-time CPT is not eligible for Optional Practical Training (OPT).

### To Apply

1. Meet with the international student advisor to discuss interest in CPT, and if the advisor determines eligibility, complete the CPT Request form.
2. The student will be asked to provide the academic advisor's name and email for approval, as well as to provide a copy of the official offer letter from the employer for the academic advisor to review.
3. The student can bring a copy of the official offer letter to the Center for Global Education along with the completed CPT request form. The letter must be in the following format or it will not be accepted:
  - **The letter must be on company letterhead and include the address where employment will take place**
  - **The number of hours to be worked per week**
  - **The start and end dates**
  - **A brief description of the duties**
4. The student will receive an email when the new I-20 with CPT authorization is ready.