Curricular Practical Training

“The internship or practicum”

Spring 2020
Presented by the Center for Global Education
Desnee Stevens, Associate Director for International Student Services
Definition of Curricular Practical Training (CPT)

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”.

**Integral:** an international advisor can decide what is or is not integral, when CPT is not required for graduation.
Requirements for 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.
• CPT must be directly related to their major; so a major must be declared. Minors cannot be used for CPT.
• International Student Services (ISS) must approve all CPT before a student can begin employment/internship.
• Does not require USCIS (United States Citizenship and Immigration Services) approval; which means, it does not cost you anything.
Guidance on CPT

• CPT can be approved for part-time (20 hours or fewer) or full-time (21 hours or more).

• CPT can be approved during the semester or during the summer. During the semester, CPT should be part-time unless in the last semester.

• There is no limit on part-time CPT. If approved, a student can do as much part-time CPT as they want.

• Students are ineligible for OPT (Optional Practical Training) if they complete 12 months (365 days) of full-time CPT (11, good; 12, bad).

• CPT is required whether the employment is paid or unpaid.

• CPT requires an offer of employment by the employer and endorsement by the academic advisor or faculty advisor before it can be reviewed and approved by an ISS advisor.

• Employment letters must be very clear to include students’ objective for employment.
Can I do CPT?

Yes, if you meet the following criteria:

A) You have an internship or practicum requirement for your major. You will need that professor or your major advisor to sign off on your CPT application form.

B) You take the Interdepartmental course that allows you to meet the requirement for the CPT to be integral to your studies.

C) If you have a senior seminar or capstone class that requires a project to be completed, you could potentially do it during the summer.

D) You set up an independent study with a professor in your major.

E) Wheaton Internship Credit with Career Services.
Example from Summer 2019 course...

- INT 198 The Summer Internship Experience (subject to change)
- 0.5 credits
- Instructor: Dolita Cathcart
- Excerpt from course description for summer 2019: Students will read texts and discuss various topics that are relevant to working in the United States. Students will study the histories of selected marginalized communities and examine the role of “isms”, racism, sexism and classism, in the work place.
- Summer courses are currently listed.
What do I do now?

1) Meet with Desnee to discuss a possible option for CPT option; and/or, start looking for internships/jobs. Not sure how to start the job search? Meet with Career Services.

2) Get an offer letter of employment from the employer. This letter must be in the proper format or it will not be accepted. Make sure you have reviewed the CPT guide.

3) Register for the course, if necessary. Read the CPT guide and fill out the CPT Request Form.

4) Make an appointment with Desnee to process your CPT request.
CPT Offer Letter

1. The offer letter must be on company letterhead.
2. It must include the address of the proposed employment, not necessarily the company headquarters. If working remotely, the letter needs to indicate this very clearly.
3. The number of hours to be worked per week.
4. The start date and end date need to be very clearly stated. ISS will not approve without a clearly communicated end date.
5. A brief description of the job duties and how they relate to the program of study.
6. **Salary is not a requirement.**
Where do I find what I need?

Global and Intercultural
- Center for Global Education
  - Welcome to the Center
  - Study Abroad
  - Wheaton in Bhutan
- International Student Services
  - After Acceptance
  - International Student Orientation
  - Programming
  - F-1 visas
  - J-1 visas
  - Employment
  - Traveling
  - Forms Library
- CGE Events
- Worldfest Funding
- Faculty Resources
- Marshall Center for Intercultural Learning

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  - Traveling
  - Forms Library

Extension Form for F-1 and J-1 Students

OPT (Optional Practical Training)
- OPT checklist
- OPT Employment Verification Form
- Certification for Post Completion OPT
- G-1145 (e-notification of application)
- G-1450 (Credit Card Payment Form)

CPT (Curricular Practical Training)
- CPT Request Form
- Curricular Practical Training Guide
CPT Guide

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.
# CPT Request Form

## Curricular Practical Training Request Form

<table>
<thead>
<tr>
<th><strong>Student Information</strong></th>
<th>To be completed by the student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Wheaton ID Number:</td>
<td>SEVIS ID Number:</td>
</tr>
<tr>
<td>Major /Department:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

## Employment Information

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Part-time (20 hours/week or fewer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (more than 20 hours/week)</td>
<td></td>
</tr>
<tr>
<td>Requested Start Date:</td>
<td>Requested End Date:</td>
</tr>
<tr>
<td>(no earlier than the first day of semester's instruction)</td>
<td>(no later than the last day of finals)</td>
</tr>
</tbody>
</table>

| Company Name:           |                               |
| Company Address:        |                               |
| Street:                 | City:                          |
| State:                  | Zip code:                      |

I have read the CPT guidelines and understand that total employment (on and off campus) must not exceed 20 hours per week while school is in session.

Signature: 

Date: (mm/dd/yyyy): 

## Academic Department Recommendation

To be completed by the Faculty Advisor

| Advisor’s Name:         | Department:                    |
| Telephone:              | Email:                         |

Students’ Expected Program Completion Date: 

See the Wheaton Center for Global Education website for guidelines on CPT.

For this CPT, the student is:

- [ ] satisfying a degree requirement
- [ ] receiving course credit in the following course (course number required): 

By signing below, I confirm that this work experience is directly related to the student’s academic program.

Optional Comments: 

Advisor’s Signature: 

Date: 

Center for Global Education, 26 E. Main Street, Norton, MA 02766, T. 508-288-4950 F. 508-288-4975, globaled@wheatoncollege.edu
Benefits of CPT

1. Practical application of the theory learned in the classroom or the lab.
2. Helps to build the resume needed to get a job after graduation.
3. Get that edge that makes you more marketable, gives you more responsibility or a higher salary.
4. An opportunity to see if you really like your field of study.
5. Network with professionals in the field.
6. An opportunity to utilize the interpersonal and intercultural communication skills acquired while in college.
7. You get to see if you can handle it or if you need more training.
8. It can transition into a full-time job.
Food for Thought...

- CPT is only given for one term at a time so if a very good offer presents itself, students will have to apply again to be able to continue.

- CPT can and has lead to full-time employment. If you do a great job and prove to be an asset, they will want you back.

- CPT is not required if you do an internship or work experience outside of the United States.

- Not every employer will understand what CPT is so you will have to explain.

- Working without ISS permission is a violation of employment and immigration laws. DO NOT DO IT!