

# Curricular Practical Training (CPT) Instructions and Application



Curricular Practical Training is authorization for students on F-1 visas to engage in paid or unpaid off-campus internships, which are based on a credit-bearing course in the student's major program of study; hence the word "curricular". CPT is an optional benefit of the F-1 visa. **Students must receive CPT authorization and an updated I-20 indicating CPT authorization from ISS before beginning any off campus work/internship.**

## General Eligibility Requirements for CPT:

1. The student must have been enrolled full time in F-1 status for at least one academic year.
2. CPT must be in the student's major area of study.
3. CPT is not available after completion of coursework.
4. Engaging in CPT may not delay completion of coursework or graduation.
5. You must apply for CPT and register for an appropriate internship credit course prior to the add/drop deadline each semester. If an internship is required for your major you may not need to register for an internship course.

## Full-time vs. Part-time CPT and Enrollment Requirements:

### Full time

- Employment for more than 20 hours per week is considered full-time CPT.
- Full-time enrollment is not required for students participating in full-time CPT; however, students must be enrolled in the corresponding field internship course. Full-time CPT is typically only pursued during the student's last semester and if the student has less than full time course load to complete in their program.
- Employment authorization will be issued only for the period concurrent with the internship course. **Students must reapply for CPT each semester and enroll in the corresponding internship course.**
- Student who engage in 12 months of full-time CPT will not be eligible for OPT.

### Part time

- Employment for 20 hours or less per week is considered part-time CPT.
- Students engaging in part-time CPT must be enrolled in a full course of study (12 credits for undergraduate students and 9 credits for graduate students).
- Employment authorization will be issued only for the period concurrent with the internship course. **Students must reapply for CPT each semester and enroll in the corresponding internship course, if required.**

## How to Apply:

Students must make an appointment with ISS and bring the following:

- A copy of an approved CPT Internship Application.
- A brief letter from the employer or internship host indicating their name and address, duties, work hours each week, and dates of employment/internship offered. Whether or not the internship is paid or unpaid should also be indicated.
- The Faculty/ Department Chair must also sign the CPT Application.

# Curricular Practical Training (CPT) Application Form



*\*This application is for international students with an F1 visa only.\**

## Instructions:

1. Discuss internship plans with your supervising faculty/department chair and internship host.
2. Enroll in an internship/directed study/independent study credit-bearing course with faculty/chair approval.
3. Complete this form and submit it to ISS prior to the add/drop deadline each semester.
4. Payment of tuition for a valid internship course will be verified prior to approval.
5. Once approved, ISS will notate your I-20 with "Authorized for CPT Employment".

## Please print clearly:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

MGA ID: \_\_\_\_\_ MGA Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Major: \_\_\_\_\_

Year (check one):  Sophomore  Junior  Senior  Graduate

Term for which you are applying for CPT (check one):

Fall  Spring  Summer Year: \_\_\_\_\_

## Internship Information:

Briefly describe the nature of the internship you are planning and how it relates to your major:

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Place of Employment: \_\_\_\_\_

Address of Employment: \_\_\_\_\_

*Street, City, State, Zip Code*

## Student:

*I understand this internship is subject to F1 visa regulations and may also affect my GPA.*

Student Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

## Faculty:

*I am willing to supervise the student above for any/all coursework as required for the credit-bearing portion of this internship. By signing below, I recommend approval of this internship:*

Faculty Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

## FOR ISS USE ONLY BELOW THIS LINE:

Date Received: \_\_\_\_\_  Approved  Not Approved Initials: \_\_\_\_\_