

CURRICULAR PRACTICAL TRAINING (CPT) FOR F-1 STUDENTS

Requirements for Curricular Practical Training:

- You must obtain CPT authorization before commencing employment.
- You must have been lawfully enrolled full-time for 1 academic year before being eligible for CPT.
EXCEPTION: graduate students whose program requires immediate participation in an internship, practicum, or other employment.
- It is available only while you are in valid F-1 status and before the completion of your program.
- CPT must be directly related to your major and an integral part of an established curriculum.
- Documentation must show that the CPT meets one of the two conditions below:
 1. The practical training is required of all degree candidates in the program and is necessary for the awarding of the degree:
 - a. This may include employment in a required internship or practicum.
 - b. The program must require a period of off-campus employment for all degree candidates; this requirement must be formally documented in school publications.
 2. The training employment will result in the awarding of academic credit:
 - a. This may include a course specifically designed to award academic credit for an employment experience.
 - b. This may include graduate students working on a dissertation/thesis where the training opportunity is an integral part of the student's dissertation/thesis.

Application Instructions:

1. **Register** for the course requiring CPT
2. **Make an appointment** with your DSO and bring the following documents:
 - CPT Request Form**
 - Offer of Employment** – this is a signed offer letter from the prospective employer. The letter should include the dates of employment, duties, employer's name and address.
 - Learning Contract** – attach your Learning Contract from the department that is supporting your internship placement; this should explain how your CPT will satisfy academic requirements.
 - Photocopies of your **Passport** and **F-1 Visa**
 - Photocopy of your **SEVIS Form I-20**
 - Printout of your **electronic I-94 Record**

Part-Time vs. Full-Time CPT:

- Part-Time CPT: students are authorized to work 20 hours per week or less.
- Full-Time CPT: students are authorized to work more than 20 hours per week.
If you participate in 12 months or more of full-time CPT, you will not be eligible for post-completion Optional Practical Training (OPT). Part-time CPT is fine and will not affect OPT.

Next Steps:

- Your DSO will issue you an updated Form I-20 showing your employment authorization
- You will receive an email when it is ready for pickup (approx. 3-5 business days)
- Your employment may begin only after you receive the new I-20 with CPT authorization
- You must complete the CPT-related course during the semester that you are working under CPT authorization
- During your last semester, you must register full-time in addition to the CPT-related course, unless the CPT-related course is the only remaining degree-required course.