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## **Curricular Practical Training**

revised 5/02

Curricular Practical Training (CPT) is employment which is “an integral part of an established curriculum,” including: “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.” [8CFR 214.2(f)(10)(i)]

Although CPT cases are reviewed on an individual basis by the International Programs Advisor, there are a few guidelines to keep in mind when considering CPT. CPT employment can be approved only while a student is pursuing a degree. Once the student has graduated, he/she is no longer eligible for CPT. A program extension may not be requested to engage in CPT. Curricular Practical Training is for specific offers of employment. Thus, a job offer must be made before the case may be approved.

The following, stated by NAFSA, shall assist in determining in which situations a student shall be authorized to participate in Curricular Practical Training.

“At a minimum, qualifying curricular practical training courses will carry academic credit, be listed in a school’s regular bulletin of course offerings, and have a faculty member assigned to teach the course. It is particularly important that any employment experience required by the course be instrumental to achieving a curricular academic objective.”

Typically, a department must list the training opportunity as a required internship in the academic course catalog. Training which is required by a student’s degree program always meets the requirements for CPT, regardless of whether or not a student received academic credit for the work.

### **Pre-Requirements for making application**

- Maintain F-1 status for nine consecutive months in an academic program\*
- Possess a valid passport

\*If a student is a graduate student in a program which requires immediate participation in an internship, the student is not bound by the nine month rule.

### **Full-time and part-time CPT**

CPT can be authorized for full-time employment, more than 20 hours per week, or part-time employment, 20 or fewer hours per week. There is no limitation on the length of time a student may participate in part-time CPT, but the student must be simultaneously enrolled for sufficient credit hours to maintain lawful F-1 status. Full-time CPT for twelve months or more, cumulatively, negates a student’s eligibility for any OPT. Part-time CPT does not affect a student’s eligibility for OPT.

### **To meet the requirements for curricular practical training, the employment must be:**

- related to student’s field of study
- appropriate to student’s degree level
- an integral part of student’s degree program
- required by student’s degree program OR carry course credit
- sponsored employment

**CPT Application Required Documents**

- Student Request Form
- Current original student copy of I-20
- Letter from employer including job title, dates of employment, number of work hours per week, location of employment and brief description of duties to be performed
- “Curricular Practical Training Recommendation Form” (attached) completed by student’s academic advisor or department chair
- Letter from academic advisor or department chair indicating the student’s planned graduation date, documentation that the work experience is required of all students in the course or major and method for monitoring the experience to grant academic credit.

# PRACTICAL TRAINING CHART FOR F-1 STUDENTS

| <b><u>CURRICULAR PRACTICAL TRAINING</u></b>   | <b><u>OPTIONAL PRACTICAL TRAINING</u></b>  |
|---|--|
| AUTHORIZED BEFORE GRADUATION<br><br>No cumulative maximum but use may affect eligibility for OPT (see below)  | CAN BE PRIOR TO OR AFTER GRADUATION<br><br>Cumulative total of 12 months allowed   |
| Attain a job which is an integral part of an established curriculum for which academic credit is awarded (EX alternate work/study, internship or cooperative education) | Includes training (1) during summer vacation if student plans to continue school in fall semester; (2) while school is in session if the training does not exceed 20 hours per week; (3) after completion of course requirements, but before completion of course of study, excluding thesis; (4) after completion of the course of study. |
| Work authorization is for a specific employer   | Allows work with any employer as long as job is directly related to field of study and commensurate to level of degree   |
| No cumulative maximum but use may affect eligibility for OPT (see below)  | Cumulative total of 12 months allowed  |
| <b>CPT USED</b>   | <b>OPT REMAINING</b>   |
| No CPT used →→  | →→ One year of OPT allowed   |
| 20 hours or less (part-time) →→   | →→ One year of OPT allowed   |
| 21 hours or more for one year →→  | →→ No OPT allowed  |

## Curricular Practical Training (CPT) Recommendation Form

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIR

Please read the attached handout regarding regulations governing participation in employment to satisfy curricular requirements. Please print or type.

TO: Jennie Stewart, International Programs Advisor

FROM: \_\_\_\_\_  
(Name of Academic Advisor or Department Chair)

RE: \_\_\_\_\_  
(Name of Student)

I have met with the student listed above and recommend \_\_\_\_ full-time (21 or more hours per week) or \_\_\_\_ part-time ( 20 or fewer hours per week) Curricular Practical Training at:

\_\_\_\_\_  
(Name of company or organization)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, state and zip code)

I recommend the student be authorized from (start date) \_\_\_\_\_ to (end date) \_\_\_\_\_.  
(Twelve month maximum – student must reapply for recommendation of additional time.)

My recommendation is based on the following (check only one):

- \_\_\_\_ (Category 1) This experience is required of all students in this degree and major field of study.  
\_\_\_\_ (Category 2) This experience is part of the regular requirement for a class. The student has registered for this course.  
\_\_\_\_ (Category 3) This experience is to gather data for the required thesis or dissertation research project. The work experience is an essential part of the project and the required research would not be possible without this offer of employment.

**NOTE:** The intention of INS is to allow students to engage in essential research without hindrance. **This should not be used to gain general experience** and should be limited in time to what is necessary to meet the research requirements for the student's project.

\_\_\_\_ (Code)    \_\_\_\_ (Dept. Des. No)    \_\_\_\_ (Section)    \_\_\_\_ (Descriptive Title)    \_\_\_\_ (Sem. Hours)    \_\_\_\_ (Instructor)

Letter from advisor or department chair must indicate the student's planned graduation date, number of work hours per week, that the work experience is required of all student in the course or major and method of monitoring the experience to grant credit.

Signature of advisor or chair \_\_\_\_\_ Department \_\_\_\_\_

Date \_\_\_\_\_

## CPT Student Request Form

Student Name \_\_\_\_\_

I request authorization for \_\_\_ part-time/ \_\_\_ full-time Curricular Practical Training at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. I understand that CPT shall be used only to fulfill curricular requirements and **NOT** to gain general experience. Additionally, this shall be only for the employer and employment period specified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date