



Overview of Curricular Practical Training (CPT)

CPT is temporary employment authorization that allows an F-1 student to gain practical experience in an internship that is directly related to the student's program of study. CPT is linked to a specific course, is credit-bearing, and is limited to the specific employer and dates of employment listed on the CPT application.

You must receive authorization from the Center for International Programs prior to the beginning requested date of employment. Once your CPT request has been approved, you will receive a new CPT I-20 reflecting your authorization to work. CPT is date- and employer-specific.

Are you eligible?

In order to be eligible for CPT, you must meet the following criteria:

- ✓ Be in lawful full-time F-1 status for a full academic year (two semesters).
- ✓ Be in good academic standing.
- ✓ CPT must be an integral part of your program of study.
- ✓ You have provided a job offer letter that meets the criteria listed below.

Job offer letter

The letter should be typed on company letterhead and must contain the following information:

- Dates of employment
- Number of hours per week; part-time is 20 hours or less and full-time is 21 hours or more
- Position title
- Address where the employment will take place

How to apply

- Talk to the Center for International Programs about whether your internship is integral to your program of study.
- Obtain a job offer letter that meets the criteria
- Register for the related course. This may be an internship class or other class with Br Brian's approval.
- Make an appointment with the Center for International Programs and bring:
 - Job offer letter; and
 - Application on page 2 with attachments.
- If the application is approved by your international student advisor, the period of CPT will be entered into SEVIS and a new I-20 will be printed for you.

You may need to apply for a Social Security number if your internship is paid – talk to the Center for International Programs.



CPT APPLICATION FORM

You must obtain CPT authorization from the Center for International Programs and an updated Form I-20 before starting your internship.

Name: _____

Major: _____

Graduation Year: _____

Proposed Employment:

Name of CPT Employer (you must have a job to apply):

Address of Employer: _____

CPT Start Date: _____

CPT End Date: _____

The U.S. Department of Homeland Security regulations state that Curricular Practical Training must be **directly related to the major and an integral part of an established curriculum.**

Is your CPT **directly related to your major?** _____

How?

Approved By:

If you are approved for CPT, we will issue an updated I-20 with CPT authorization.