

Curricular Practical Training CPT

GENERAL INFORMATION:

Curricular Practical Training (CPT) is employment that 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 our school. Thus, CPT is intended to provide work experience in situations where the work serves as an integral/essential part of a student's academic program, prior to completion of that program. CPT is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year. To be considered for CPT, the work must not only be directly related to the major field of study, but **MUST** also be an integral part of studies.

CHECK-LIST OF STEPS TO FOLLOW:

- Discuss your program requirements with your academic advisor
- If you are eligible for CPT, find the necessary work experience
- Obtain an employment letter from the employer (Letter must be on the official letterhead paper and must include all of the following information: job title, job description, the location of the job (full mailing address), name of the supervisor, contact information of the supervisor, exact starting and ending dates, the number of hours worked per week, any salary agreements)
- Get your academic advisor to complete the "Recommendation for CPT" form
- Fill out the CPT Student form, requesting the CPT benefit
- Submit all of your previous original I-20s
- Submit your unofficial academic history/transcript (available via VIP)
- Submit a copy of your most recent I-94 card (front and back)
- Get the PDSO's approval for CPT (notation will be on page 3 of your new I-20)
- Stop working on the last day of your approved CPT

NOTE: Students who receive one year or more of full-time CPT (21 hours or more per week) are ineligible for the Optional Practical Training (OPT) which is typically used immediately after graduation.