



## **CURRICULAR PRACTICAL TRAINING**

Curricular Practical Training (CPT) is defined as an “alternative 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.” You qualify for CPT as long as it is “an integral part of an established curriculum.” CPT can be either part-time (20 or fewer hours per week) or full-time (over 20 hours per week) employment.

### **Eligibility:**

- You must have completed one full academic year of enrollment in F-1 status.
- You must be a full-time degree-seeking student.

### **WHAT YOU NEED TO DO:**

Submit to CIE NO LESS THAN 3 BUSINESS DAYS BEFORE YOU WISH TO BEGIN WORK:

1. a letter from your employer offering you the job, stating
  - the number of hours to be worked
  - the dates of employment
  - a brief description of your responsibilities
2. a memo from your advisor stating how the work you will be doing contributes to your academic and professional goals.

### **WHAT THE INTERNATIONAL ADVISOR WILL DO:**

- Authorize the CPT in SEVIS, indicating if the CPT is full-time or part-time, who the employer is, and the dates of the CPT
- Give you an updated I-20 with the CPT authorization printed on it.

### **IMPORTANT:**

1. Make sure you know whether the position is full-time or part-time and whether that will change during the time of your employment. If it does change, you will need to re-apply for CPT. Full-time CPT requires special authorization.
2. Make sure that you obtain authorization from the international student advisor to engage in CPT every time you change employers and every time you extend the dates of your employment. Get authorization BEFORE YOU BEGIN the new job or work longer at the same job.
3. Make sure you know how long your CPT will last.
4. If you Receive 12 months or more of FULL-TIME CPT you are ineligible for Optional Practical Training.
5. Show your endorsed I-20 to your employer as proof that you have permission to work in the United States.
6. Make sure you maintain a full course of study during CPT.

**DO NOT START WORKING UNTIL YOU HAVE AUTHORIZATION FROM THE INTERNATIONAL STUDENT ADVISOR!**

## Memorandum

**TO:** Academic Advisors  
**FROM:** Center for International Education  
**SUBJECT:** Curricular Practical Training for international students

Immigration regulations allow an F-1 international student to undertake employment for practical training prior to completing a course of study. In order for an F-1 international student to qualify for this kind of practical training, the employment must conform to the definition of "curricular practical training."

F-1 student regulations define curricular practical training as an "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." Students qualify for this kind of training as long as training is an "integral part of an established curriculum."

We need your assistance to determine if the opportunity this student has conforms to the definition of "curricular practical training." Please draft a memo to the Immigration Advisor at the Center for International Education and briefly describe the training experience. State how this experience will help the student complete his or her course of study.

Experiences that would allow us to authorize curricular practical training include:

- Programs for which the student would receive credit through independent study or other course work;
- Teaching opportunities for students in programs which require teaching as part of the program;
- Research opportunities where the research is directly related to the student's thesis or dissertation;
- Conducting or performance opportunities for music students where this is necessary for the student's academic program.

This is not intended to be an exhaustive list and there may be opportunities we would consider as curricular practical training which are not included in the above. Please contact the immigration advisor to discuss a particular opportunity to see if it qualifies as curricular practical training.

If you have questions concerning this matter, do not hesitate to contact the international advisor (1-2396)