Curricular Practical Training

Curricular Practical Training (CPT) is authorization for paid or unpaid employment that is an integral part of the established curriculum. CPT is available during (not after) a course of study and must be authorized for a specific employer. There is no limit to part-time (less than 20 hours per week) CPT. However, a student who exceeds their 12 month allowance of full-time Curricular Practical Training forfeits all Optional Practical Training.

General Eligibility Requirements

One of the following three situations must exist for Curricular Practical Training to be authorized by the International and Graduate Recruitment Office.

- The work must be part of an internship or practicum (whether or not for credit) that is required of all students in a course of study. The duration of CPT can be as long as required by the internship. Furthermore, the "academic year of full-time enrollment" requirement can be waived if a graduate program requires all students to participate in an internship before the academic year is met.

- A work experience is required by a particular course in which a student is enrolled, such as an internship, practicum or directed study. Please consult with individuals in your academic program about how to enroll in an appropriate course.

- Elective internships that are available to students who want to gain practical work experience related to their field of study. The work must be directly related to a specific course that the student is currently registered in.

Application Process

To be eligible to apply, students must have been in full-time status for at least one academic year (Fall/Spring), be in good academic and legal standing and continue to carry a full-time course of study.

1. Verify that you are eligible for CPT according to one of the three situations described.

2. Once you have an internship offer, get a letter from your employer describing the job title, job responsibilities, starting and ending dates of employment, number of hours per week and place of employment on official company letterhead.

3. Complete the F-1 Curricular Practical Training Application Form

4. Contact your academic advisor to register for the appropriate course.

5. Make an appointment with the International and Graduate Recruiting Office.
Bring the following materials to your appointment:

- Your I-20, your passport and your I-94
- Completed **F-1 Curricular Practical Training Application Form**
- Letter from your employer
- Proof of registration for internship course

The International and Graduate Recruitment Office will record your employment information and issue a new I-20 that includes the Designated School Official’s CPT authorization at that time.