

INFORMATION: CURRICULAR PRACTICAL TRAINING

INTERNATIONAL STUDENT SERVICES

What is Curricular Practical Training?

Curricular Practical Training (CPT) is an *academic* program to allow students to participate in either an internship or training required of all students obtaining that degree, or an employment that is for degree credit and is an integral part of the degree program.

Am I eligible for Curricular Practical Training?

If you have been enrolled in school full-time for two semesters and have maintained F-1 status for that period, you may be eligible for Curricular Practical Training.

Graduate students in programs that require immediate participation in Curricular Practical Training are exempt from the 9-month in-status requirement.

Students in English Language Programs are not eligible for Curricular Practical Training.

What are my options for Curricular Practical Training?

There are two types of Curricular Practical Training:

- "*Required*" Curricular Practical Training is an internship or practicum that you **MUST** complete to earn your degree.
- "*For-credit*" Curricular Practical Training allows you to earn degree credit for employment in a job that is an integral part of your degree program. "Co-op" programs fall into this category.

If I participate in Curricular Practical Training, will I lose my opportunity for Optional Practical Training?

Only if you do one year or more of full-time Curricular Practical Training. CPT for shorter periods does not affect your Optional Practical Training. Part-time CPT does not affect your Optional Practical Training.

What is the difference between Curricular Practical Training and Optional Practical Training?

Curricular Practical Training is an *academic* program that provides an employment or training opportunity for experience either *required* for the degree, or as an *integral part* of the degree program. Authorization is given by the Designated School Official at International Student Services.

Optional Practical Training authorization is given by the United States Citizen and Immigration Services (USCIS) to allow a student to be employed in his field of study to gain work experience.

Do I need to register for credits when using Curricular Practical Training?

Yes.

Do I register even in the summer?

Yes.

How do I know what course to register for?

Consult your academic advisor to determine the appropriate course in your department that has a training component.

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How many credits do I have to take?

Part-time CPT students register as a full-time student.
Full-time CPT students register as a part-time student.

How many hours can I work?

Part-time CPT is 20 hours or less per week. Full-time CPT is more than 20 hours per week.

Can I work 20 hours per week on campus and 20 hours per week on CPT?

No.

What does the United States Citizen and Immigration Services (USCIS) consider as “employment”?

If you receive any kind of compensation, even in-kind compensation such as meals, housing, or insurance, USCIS would consider it to be employment. You would then need to apply for CPT.

What will International Student Services do?

If the position meets the requirements for curricular practical training and you are eligible, International Student Services will authorize the Curricular Practical Training on page 3 of a new I-20.

When can I start my CPT employment?

You may start employment on the begin date listed on page 3 of the I-20. Your authorization is specific to a begin date, and end date, and a specific employer. Any employment before or after these dates is unauthorized employment and will cause a big problem for you. Be careful!

How will my employer know I am authorized to work for curricular practical training?

The I-20 (page 3) indicates the dates you are authorized to work for that employer.

PROCEDURE FOR OBTAINING CURRICULAR PRACTICAL TRAINING AUTHORIZATION

- Discuss academic program with academic advisor to determine that Curricular Practical Training is an integral part of your program.
- After receiving a job offer, complete forms included in the CPT packet.
- Submit completed packet to International Student Services.
- When International Student Services has completed employment authorization, they will contact you to pick up your I-20 which will contain the employment authorization.
- Failure to remain enrolled in the appropriate course results in illegal employment.
- Remember, **you may not begin employment until you have employment authorization.**

Application Forms for Curricular Practical Training (CPT)

- Complete the CPT I-20 Application
- Complete the CPT Authorization – Academic Advisor
- Complete the CPT Authorization – Employer

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