



Curricular Practical Training (CPT)

OVERVIEW

Curricular Practical Training (CPT) is a type of off-campus employment that is an integral part of a student's course of study.

ELIGIBILITY

- x The internship or practice experience must achieve a specific academic objective and must satisfy one of the following criteria:
 - o Optional - internships or practice experiences not required by the student's degree program may meet the requirements for CPT if the student will be earning course credit toward his or her program and the experience is deemed an integral part of the program of study.
 - o Required - internships or practice experiences required for all students pursuing a specific degree program qualify for CPT, regardless of whether or not it is credit-bearing.
- x Student must be in valid F-1 status for one academic year (fall and spring semesters) to be eligible for CPT. Graduate students whose programs require immediate experiential learning are exempt from this one year requirement.

REQUIREMENTS

- x The type of employment (internship/practice experience) must be directly related to the student's course and level of study.
- x A job offer for the internship/practice experience is required before a student can apply for CPT authorization.
- x Employment may be part-time (20 hours or less per week) or full-time (more than 20 hours per week), and either paid or unpaid.
Notes and restrictions:
 - a. Part-time CPT is a total of 20 hours per week or less. If a student is working for multiple employers, the total number of hours worked per week cannot exceed a total of 20 hrs/week to qualify as part-time.
 - b. A student is ineligible for Optional Practical Training, an additional 12 month employment benefit, if he or she engages in 12+ months of full-time CPT during the current course of study.
 - c. Part-time CPT does not affect eligibility for Optional Practical Training.
 - d. Students are advised to use caution when balancing academic and employment demands.
- x Employment must be authorized and a new I-20 issued before the student may begin work.
- x Employment start/end dates must fall within the published semester academic calendar unless otherwise required by the academic program.
- x Registration for corresponding internship or practice experience course(s) is required prior to CPT authorization.
- x Authorized CPT is employer-specific. If the student needs to change employers, or if multiple placements are required, a new CPT authorization form with employer information and I-20 will be required before the student may begin employment at a new location.

APPROVAL PROCESS

- x Students must complete and submit the CPT application form, including employment information from the employer and authorization from the academic advisor. If the practice site/experience is assigned by the department (ex. pharmacy, nursing), the employer and advisor sections of the application are not required, but students must still complete/submit the CPT application with the student information section completed.
- x Students must be registered for the corresponding internship course (as applicable) before CPT can be authorized.

CPT