

General Information and Checklist for F-1 Students -- Curricular Practical Training --

Curricular Practical Training (CPT) is one of the two types of temporary employment available to students in F-1 visa status. It was established for the purpose of allowing students to gain some practical experience in their fields of study while pursuing their educational objective. CPT is defined in the Code of Federal Regulations as: “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” [8 CFR § 214.2(f)(10)(i)]. The regulations state that CPT must be “an integral part of an established curriculum.”

CPT is available to students who are in F-1 status and have been in legal and full-time status for at least one academic year. It requires a job offer from the prospective employer.

Employment may be part time or full time, however, after spending a total of 12 months in full-time employment on CPT a student will **NOT** be eligible to apply for the one-year period of Optional Practical Training (OPT). Part-time employment on CPT, however, does not affect OPT eligibility.

Application Checklist:

Once you have completed all requirements below, please make an appointment with the OISS.

- Complete “CPT Request & Advisor Approval Form”
- Obtain a letter of job offer from the employing company, written on company letterhead indicating:
 - a brief statement of the job assignment,
 - the beginning and ending dates of employment,
 - the number of working hours per week, and
 - the location of employment (street address, city, state, and zip code);
- Request a letter from the professor of your course requiring off-campus work experience, or from your academic advisor. The letter should describe the need for off-campus employment and how it is an integral part of the academic studies. The professor must provide the course name and number in which the student is enrolled in. If the program does not have an internship course, then the professor or academic advisor must provide the course name and number in which the student will be obtaining credit for. You must be registered in a course.

CPT must be authorized through SEVIS by a Designated School Official (DSO) in the OISS **BEFORE** a student can begin employment. The authorization is noted on page 3 of the student’s SEVIS Form I-20.