Curricular Practical Training: CPT and Internships
Overview

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: “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.” Source: [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application. CPT employment may not delay completion of the academic program.
Requirements

- You must be enrolled in the internship course corresponding to your major. *For example, product design students will register for DPR-490.*
- The internship must be approved by your department for credit. This credit MUST be credit which will work towards graduation. (Example)
- CPT is authorized at CCS only in the summer.
- Failure to complete the CPT course will result in your falling out of legal F-1 status.
- Be aware that the CPT course is subject to the tuition and fees of a 3-credit hour course.
Full-time CPT

Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate your eligibility for Optional Practical Training.
Eligibility Criteria

- To be eligible for CPT, you must:
  - Have been lawfully enrolled on a full-time basis for one academic year (i.e. two full consecutive terms).
  - Be in lawful F-1 status
  - Have CCS approved health insurance
  - Have a job offer

**NOTE:** CPT is processed and authorized for specific dates. Please note that your department has discretion in recommending CPT.
Documentation Needed to Apply

- CPT Request Form, completed and signed *You can find this on Blackboard under ISSO*
- Internship approval form which can be obtained from Career Services completed and signed by the Associate Dean, your Department Chair and Career Services.
- Your degree audit
- A copy of the job offer letter from the employer. The letter must:
  - Be prepared on the company’s letterhead
  - Have a statement of the job offer
  - Contain your name
  - Specify the employment address (street, city, state, and zip code)
  - Specify the number of hours to be worked (or state full- or part-time)
  - Specify the dates of CPT employment (keep in mind that CPT can only be authorized one term at a time)
- A copy of your current I-20
- A copy of your most recent I-94 card (both sides)
How to Apply for CPT

- Bring the documentation listed on previous slide to the International Student Services Office.
- The international student adviser will send your CPT recommendation to SEVIS electronically to generate a new I-20. The CPT work authorization will be printed on page 3 of the new SEVIS I-20.
- You will be notified when your new I-20 is available. YOU MUST ALLOW FIVE BUSINESS DAYS FOR THIS PROCESS. NO SAME DAY AUTHORIZATIONS WILL BE PROVIDED.
- Sign your name on the new I-20. Be sure to keep a record of all I-20s issued to you.

**NOTE:** You are authorized to be employed only for the employer, location, and time period specified on the new I-20. Documents that will help you to establish your work eligibility are, for example, your valid passport, original I-94 card and the SEVIS I-20 with CPT work authorization.

**U.S. Department of Homeland Security Address Notification Requirement** You are required to update your address WITH THE International Student Services Office within 10 days of any change while you are in F-1 status.