

Curricular Practical Training Information and Forms

This packet contains the information and forms you need to apply for Curricular Practical Training (CPT).

Definition

Curricular Practical Training (CPT) is an employment authorization that allows F-1 students to work off campus in a work/study program such as an internship. The requirements of CPT are:

- The internship must be related to the student's field of study
- The internship must be required by the department or advisor
- The student must receive academic credit and a grade for the internship

Eligibility

To be eligible, an F-1 student must have been in lawful F-1 status for one full academic year prior to applying for CPT. The student must not have completed their studies. If you have questions about whether you qualify for CPT, please talk to the International Student Advisor.

Timing

Eligible F-1 students may engage in CPT anytime prior to completing their studies. Students may have an unlimited amount of CPT. However, if they have 12 full months of full-time CPT, they cannot have optional practical training (OPT).

Application Process

To apply for CPT, students should first meet with the ISA to discuss the internship and then submit to ISA:

- Academic Advisor Recommendation for CPT form
- Current I-20

ISA processes CPT applications within 10 days of receiving the documents listed above.

Note: Frequently Asked Questions about CPT are on the reverse side.

CPT Frequently Asked Questions

What is curricular practical training?

Curricular Practical Training (CPT) is an employment authorization that allows F-1 students to work off campus in a work/study program such as an internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Who is eligible for CPT?

An F-1 student who:

- has been in lawful status for one full academic year (this includes having a valid I-20, valid passport, full-time enrollment, etc.), and
- has not completed their course of study

If you have questions about whether you qualify for CPT, please talk to the International Student Advisor.

When can I apply?

You can apply at any time, provided that you are qualified.

Do I need a job offer to apply?

Yes. CPT can only be authorized for a specific job. This job cannot change during the CPT.

Do I need to be enrolled while doing my CPT?

Yes. You **MUST** get academic credit for your CPT, even if your CPT is during the summer semester. Most students enroll in "internship" or "practicum" hours for this time period.

Do I need to apply to the BCIS for CPT?

No. The International Student Advisor in the International Center can authorize your CPT.

How do I apply for CPT?

To apply for CPT, students should first meet with an ISA to discuss the internship and then submit to ISA:

- Academic Advisor Recommendation for CPT form
- Current I-20

How will CPT affect OPT in the future?

If you have full-time CPT for a total of 12 full months (365 days), you will not be eligible for OPT.

What happens if I am authorized for CPT then I change my mind or lose my job?

You must notify your International Student Advisor immediately in order to cancel your CPT.