

Curricular Practical Training

Definition of CPT:

The regulations state that curricular practical training must be “an integral part of an established curriculum.” They define CPT 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.”

Preconditions:

Student must have been lawfully enrolled on full-time basis at an approved school for one full academic year before being eligible for CPT. Exceptions exist for graduate students whose programs require immediate CPT. Available only while in F-1 status, before completion of educational objectives.

Location:

Students may engage in CPT only for the specific employer, location and period approved and recorded by OISS in SEVIS.

Duration:

There is no specified limit on the number of times a student may engage in either part- or full-time curricular practical training. This will be governed by the nature of the training and the requirements of the student's program.

The duration on the specific period granted by this office, may be granted in increments of no more than one year, or until expected date of employment completion, whichever is shorter. You may only apply and get permission before the beginning date of your CPT.

Hours per week:

CPT can be approved for part-time (20 hours or less) or full-time (40 hours or less). Use of full-time CPT for one year or more eliminates eligibility for OPT all together. There is not guidance from INS yet as far as the effect of part-time CPT on OPT.

Getting paid:

It is legal to get paid by the employer while fulfilling this requirement.

What you need to do!

- 1) You need to get a letter from your school, signed by your Dean, chair or advisor on a university letter head, addressed to our office that will provide the following information:
 - * If the job is part of your required course of study
 - * Which class is this experience related to, and which course title or number will you be registering under
 - * If this is part-time or full-time
 - * The exact location
 - * The duration of this requirement (in the format of: From mm/dd/year, To mm/dd/year).

- 2) You would need to provide our office with a letter from the place that you will be doing your CPT, on their letter head, stating the following information:
 - * They are offering you what position they are offering you
 - * The duration of time you will be there (in the format of: From mm/dd/year, To mm/dd/year).

- 3) You would need to make sure you bring the above information to our office before actually starting your work.

What our office will do!

If this job is offered to you by a location on campus:

We will file these 2 letters, no action needs to be taken.

If this job is offered to you by a location off campus:

If eligible, we will give you permission for completing this requirement by noting the dates and the location of this activity on your I-20, as required by the USCIS.

You may come to the office the following day to pick up your updated I-20.