

Curricular Practical Training

What is Curricular Practical Training?

Curricular Practical Training (CPT) is a type of employment authorization that allows student to complete internship/training off-campus. It is defined as any required internship/training that is an integral part of the established curriculum for a program of study. Only internships that are required or are essential for the completion of a degree and are directly related to the curriculum qualify as CPT.

Eligibility Requirements

To be eligible for employment authorization for Curricular Practical training, all of the following conditions must be met:

- Student must have been lawfully enrolled on a full-time basis for at least one academic year.
- Employment must be an integral part of the course of study as defined above.
- Student must enroll in a corresponding course during the semester in which the employment for CPT is authorized.
- Employment must be directly related to the student's major area of study.

How is CPT Authorized?

The International Center will authorize CPT for employment/training/internships that adhere to USCIS regulations. Students must review the requirements and plan accordingly.

CPT Requirements:

- 1) The Curricular Practical Training (CPT) Application must be completed
- 2) The application must be signed by the student, the internship site coordinator/supervisor, and academic department/faculty advisor
- 3) The training is authorized for a specific job at a specific company for a specific duration of time
- 4) Dates of internship/training must be within the dates of the quarter
- 5) Summer internships/training must be completed between the end of Spring Quarter and the Beginning of Fall Quarter
- 6) Student must be enrolled as a full-time student during the academic year while in CPT
- 7) If you are applying for the summer CPT, you must be enrolled for the following Fall Quarter. If you are completing your degree in the summer, *you will not be eligible for CPT*
- 8) Employment is limited to part-time (up to 20 hours) during the academic year

Guidelines for the job offer letter:

- You will need a job offer letter from the internship site/training site
- The letter must be on original company letterhead

The offer letter must include:

- Name and address of the employer
- Position offered including a description of the work
- Specific employment start and end dates
- Hourly or weekly wage
- Specify if the employment is part-time or full-time
- Original signature

Instructions and Checklist:

Step 1

Review CPT requirements and be sure that your internship/training is eligible for CPT.

Step 2

Check list:

- Curricular Practical Training (CPT) Application signed by student, academic department/faculty advisor and the internship/training site. Original signatures please.
- Letter from Internship/Training site – must include required information.

Step 3

Submit all of the above documents to international student office. The advisor will review your application and if approved will update your SEVIS record and print out a new I-20.

The process may take up to 15 business days – please plan accordingly. CAU cannot rush requests and will not backdate authorization. You will be e-mailed when your new I-20 is ready for pick up.

Read and initial:

CAU is unable to accept rush requests. Please plan accordingly. You will be contacted when your new I-20 with CPT authorization is ready for pick up. **Processing time is 15 business days.** (Student's Initials_____).

If the educational component of your employment cannot be verified on this application, then CPT will not be approved by CAU. You will need to apply for OPT to take advantage of the employment opportunity.

(Student's Initials_____).