

Curricular Practical Training (CPT) Instructions and Application



Curricular Practical Training is authorization for students on F-1 visas to engage in paid or unpaid off-campus internships, which are based on a credit-bearing course in the student's major program of study; hence the word "curricular". CPT is an optional benefit of the F-1 visa. **Students must receive CPT authorization and an updated I-20 indicating CPT authorization from ISS before beginning any off campus work/internship.**

General Eligibility Requirements for CPT:

1. The student must have been enrolled full time in F-1 status for at least one academic year.
2. CPT must be in the student's major field of study. Internship credit courses must be taken during the semester of the internship. Add/drop deadline each semester. If an internship is required for your major, you must register for an internship course.

Full-time vs. Part-time CPT and Enrollment Requirements:

Full time

- Employment for more than 20 hours per week is considered full-time CPT.
- Full-time enrollment is not required for students participating in full-time CPT; however, students must be enrolled in the corresponding field internship course. Full-time CPT is typically only pursued during the student's last semester and if the student has less than full time course load to complete in their program.
- Employment authorization will be issued only for the period concurrent with the internship course. **Students must reapply for CPT each semester and enroll in the corresponding internship course.**
- Student who engage in 12 months of full-time CPT will not be eligible for OPT.

Part time

- Employment for 20 hours or less per week is considered part-time CPT.
- Internship

and enroll in the

How to Apply:

Students must make an appointment with ISS and bring the following:

- A copy of an approved CPT Internship Application.
- A brief letter from the employer or internship host indicating their name and address, duties, work hours each week, and dates of employment/internship offered. Whether or not the internship is paid or unpaid should also be indicated.
- The Faculty/ Department Chair must also sign the CPT Application.

