

## **Curricular Practical Training Instructions**

Curricular practical training (CPT) enables you to work in your major field of study as a component of a co-curricular experience. The employment must be a required or an integral part of your curriculum. It may be part of an established curriculum, e.g., internship or practicum; or the training opportunity may be offered as a course in the class schedule. CPT is not intended to facilitate employment. If your program does not include a specific internship or practical course, then you will not qualify for CPT; however, Optional Practical Training may be an alternative.

### **Eligibility Requirements:**

You must meet the following criteria to be eligible for CPT:

- Maintain F-1 status
- Be enrolled full-time for one academic year unless your program requires immediate participation in CPT
- Have an offer of employment
- Maintain full-time enrollment while participating in CPT
- Apply semester by semester. The length of authorization cannot exceed the semester dates
- Work only for the employer authorized on the I-20, and only during the period specified

**Approval:** First, your advisor must sign the “Recommendation for Curricular Practical Training” request form. Submit the request form and support documentation as noted therein to the Office of International Programs. International Programs must verify your eligibility and issue you a new I-20 indicating authorization for CPT, *prior to your commencing the activity*.

### **Part-Time vs. Full-Time Curricular Practical Training:**

**Part-Time Training** is defined as employment for 20 hours or less per week while being simultaneously enrolled in classes full-time. The employment authorization on the I-20 will specify permission to engage in “part-time” CPT.

**Full-Time Training** is employment for more than 20 hours per week. The employment authorization on the I-20 will specify permission to participate in “full-time” CPT. Note that a student who engages in twelve months or more of full-time curricular practical training will not be eligible for post-completion optional practical training (OPT).