

Curricular Practical Training (CPT)

F-1 regulations define Curricular Practical Training (CPT) as “alternate work/study, internship cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreement with the degree requirements in a job that is related to your field of study. It may be a required part of your degree program or an elective. You must work with your advisor in designing a research project that you complete as part of the curricular practical training.

Number of hours authorized:

- o Part-time: 20 hours/week or less
- o Full-time: over 20 hours per week

Length of time authorized:

- o Because of its unique relationship with the curriculum, there is no limit to the total (aggregate) time CPT may be authorized. However, CPT authorization is on a term by term basis.

Effects CPT may have on Optional Practical Training (OPT) after I graduate

- o If you have been authorized (in total) one year or more of full-time CPT, you do not have any remaining OPT eligibility. Full-time CPT that has not met (or surpassed) the one year mark does not affect your eligibility for authorization of OPT.
- o Part-time CPT currently does not affect your OPT eligibility.

Apply:

You need to have completed the following forms and bring them to your appointment with IS

Letter of employment

- o printed on company letterhead showing company address
- o specifying your job title and describe the work you will do
- o indicating specific employment starting and ending dates
- o indicating number of hours you will work per week

Have your academic advisor complete the Academic Advisor CPT Eligibility Verification form

Letter from faculty member supervising the internship

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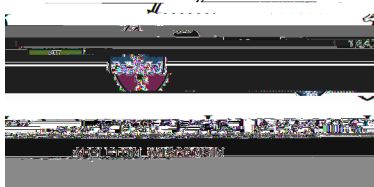
- x Complete the Student Request for CPT form

Bring the following to the meeting with ISS:

- x the four forms listed above
- x your passport
- x your I-94 printout (from <https://i94.cbp.dhs.gov>)

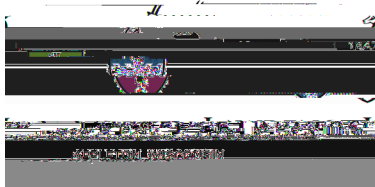
Approval process:

If the proposed activity meets the requirements for CPT and you are otherwise eligible, ISS will note the work authorization on your I-20. You cannot begin employment until the start date indicated on your I-20 and must stop working before or on the end date



Student Eligibility for CPT Verification Form

1. CPT is only for the purpose of participating in legitimate internships in a student's area of study. It is not a means of gaining employment eligibility.
2. Students must complete one academic year, register with Career Services, and be registered to receive credit for the activity.



**SAMPLE LETTER FROM PROFESSOR IN MAJOR OVERSEEING
INTERNSHIP OR COURSE UNITS**

Lawrence University
MEMORANDUM

Date:

To: Lacy Frewer, Director of International Student Services