

WHAT IS CURRICULAR PRACTICAL TRAINING?

Curricular Practical Training (CPT) is employment authorization that is an integral part of an established curriculum that includes alternative work/study, internship, cooperative education, or any other type of required experience or practicum that fulfills the academic component to the student's major field of study.

The student may be authorized for **either full-time or part-time CPT.**

Full-time practical training is working *more than* 20 hours per week. Whereas those authorized to work **part-time**, may only work a *maximum of* 20 hours per week.

IMPORTANT NOTE

- Students who have completed one year or more of full-time CPT will have cancelled their eligibility of Optional Practical Training.

Required v. Non-Required:

Required CPT is employment required of the student to fulfill graduation requirements.

Non-required CPT is a credit bearing training opportunity for the student.

HOW DO I QUALIFY?

To qualify, the student must:

- **Have been enrolled for at least one full-time academic year** prior to employment. *Exception* Graduate students whose program of study requires immediate participation.
- **Hold F-1 status** at the time of application (and continue to **maintain student status** during time of employment. CPT must not extend past program completion date).
- **Have a job offer**
- **Obtain employment authorization from the Designated School Official.** (Bring *all* required documents to the International Student Advisor during your scheduled appointment)

DOCUMENT REQUIREMENTS

1. Copy of letter of employment **on company letterhead** that specifies:
 - ___ Student Name
 - ___ Company Name
 - ___ Company Address
 - ___ Statement of Job Offer
 - ___ Number of Hours to be worked
 - ___ Full-time or Part-time Work
 - ___ Start and End Date of Employment
 - ___ Signature of Supervisor

2. I-20 Documentation

3. Students participating in Cadet Observer must provide their letter of agreement from Ms. Meredith Johansson and proof of registration for the Cadet Observer course along with the CPT application.

4. Students seeking an internship must complete the CPT application and provide proof of registration for the respective internship course approved by the appropriate department.