CURRICULAR PRACTICAL TRAINING (CPT)

- Curricular Practical Training is defined for an F-1 student as authorized alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Eligibility Requirements:

1. The student must have been studying consistently full-time for one full academic year (Fall and Spring semester = one full academic year).
2. The work must be directly related to the student’s MAJOR field of study.
3. The student must be in good academic standing.
4. The student must be making normal progress within their program.
5. The internship must be an integral part of the program of study.

Things to Consider:

1. Students must remain full-time during the fall and spring academic semesters.
2. The student can work part-time (20 hours) while school is in session and work full-time (40 hours) during semester breaks.
3. The student cannot be engaging in on-campus employment and CPT while in class full-time, unless the total for all work is under 20 hours per week.
4. In a student’s last semester, if a graduate student has three credits, or an undergraduate has six credits or less, they can engage in full-time CPT.
5. Students are required to register for an internship course in order to obtain CPT.
6. Students can only use CPT before completion of their educational objective.
7. Students who use one year or more of full-time CPT eliminate their eligibility for OPT.

Application Process for Elective Credit Internships for International Students

(If an internship is required by your academic program you must speak to the internship faculty coordinator in your department.) If not, please follow the procedures below:

- Make an appointment using FoxQuest with Desmond Murray, Associate Director of Field Experience.
Complete your profile on FoxQuest.
Begin working on your resume.
Bring your resume to your appointment.
Once your resume has been critiqued and finalized you must upload it onto FoxQuest.
After your resume has been uploaded, you can begin to apply for internship opportunities. Wait for responses from employers wishing to schedule interviews. Participate in one or more internship interviews.
After accepting an internship offer, a student will meet with the internship faculty coordinator for his/her major and then be guided to the online process on FoxQuest.
Obtain Instructions for Completing Online Internship Registration Paperwork from Career Services or the Internship Faculty Coordinator for your major.
Fill out the Curricular Practical Training/Academic Training Recommendation Form for the Designated School Official (DSO), from the Registrar’s website.
Once you have the Internship Registration and Learning Contract form completed and signed online, the Center for Career Services will contact you to pick up the registration to obtain the DSO’s signature. The DSO will sign and make a copy of the form.
Register for the internship in the Registrar’s office and pay for the course with Student Financial Services.
Make an appointment with the DSO for a new I-20 with CPT listed on it.
Begin internship.

Important Note:
REMEMBER: YOU CAN NOT WORK UNTIL YOU RECEIVE AN AUTHORIZED I-20 from the DSO. YOU CAN ONLY WORK FOR THE DURATION PRINTED ON YOUR I-20.

In order for you to be working legally in the United States, the DSO must register you in SEVIS. In order for the DSO to enter your internship into SEVIS, all paperwork must be complete and you must be registered for the class.

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