

# CURRICULAR PRACTICAL TRAINING PROCEDURE

## Steps to apply for Curricular Practical Training:

- Read all information in this packet carefully, including the “Frequently Asked Questions.”
- Complete all required information, letters and forms. If your faculty/academic advisor or employer has questions, s/he may call **(414)229-4846** to speak with an Immigration Coordinator.
- When you have completed **ALL** application materials, come to 138 Garland Hall to meet with an International Student Advisor **during open advising** hours. Be sure to bring **ALL** CPT application materials with you to open advising.
- The **CPT Review Committee** will meet & evaluate your CPT application materials. You may be asked to supply additional information or materials for the committee’s review.
- Your Immigration Coordinator will notify you if you of the decision for your CPT request** & if applicable, you will be contacted for pick up of the appropriate CPT I-20 from 138 Garland Hall.

## Items to bring to Open Advising for CPT Appointment:

- Completed and signed **Academic/Faculty Advisor Recommendation** form, which is included in this packet.
- Either a course syllabus or a description of the course. **Either form must include the signature of your advisor or course professor.**
- Letter from your potential employer** verifying their intent to employ you during your CPT experience. **Name of employer, address, dates of employment and whether the employment is full or part-time MUST** be included in the letter.
- Copy of your enrollment in the required course.

*It will take at least one week to process your CPT application. Plan accordingly.  
Open Advising Hours are Monday thru Thursday 10am thru 11:45am OR 1pm thru 2:45pm*

## Frequently Asked Questions about Curricular Practical Training:

### ➤ **What is Curricular Practical Training?**

“...Curricular Practical Training is defined to be 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.”  
{8 CFR 214.2(f)(10)(i)}

### ➤ **Who is eligible for CPT?**

1. An F-1 student who is currently enrolled, maintaining status, who has not graduated AND who has been a full-time student for at least 2 academic semesters in a U.S. degree-seeking program (attendance at a post-secondary institution, immediately preceding the current semester, counts towards the 2 academic semester requirement).
2. A current F-1 student who was lawfully enrolled full-time for at least 2 academic semesters (immediately preceding the current semester) at an approved school in another nonimmigrant status that does not prohibit full-time study.

*If you have questions about whether you are eligible for CPT, talk to an international student advisor.*

### ➤ **What employment qualifies as CPT?**

To qualify as CPT, the employment must be an ***integral part of an established curriculum, credit bearing, and needed to fulfill a degree requirement.*** Your academic or faculty advisor will be required to verify your situation.

### ➤ **I have found a job that would provide me with a great experience. Will it qualify for CPT?**

If the experience is not required for your curriculum, it will not qualify for CPT.

### ➤ **But my friend...**

Each student's study and CPT situation is unique.

### ➤ **When can I apply?**

You can apply at any time, provided you are eligible.

### ➤ **Do I need a job offer to apply?**

Yes. CPT can only be authorized for a specific job.

### ➤ **I want to work right away. Can I start working and apply for CPT later?**

NO. You cannot begin working until you have been authorized for CPT. If you begin working early, you will be in violation of your F-1 visa status. CPT authorization cannot be backdated.

### ➤ **Can I work full-time?**

You can be authorized for full-time CPT only during official breaks. Otherwise, when school is in session, you may be authorized for part-time CPT (up to 20 hours per week).

## FAQs Continued

- **If I use CPT, will I still be eligible for OPT?**  
Yes. If you work full-time for less than one year on CPT, you will be eligible for OPT. If you work full-time for one year or more on CPT, you will be ineligible for OPT.
- **Can I be authorized for CPT for one year at a time?**  
No. CPT is authorized for one semester or enrollment term (WinterIm, Summer) at a time.
- **What happens if I am authorized for CPT and either I lose my job or I want to change to a new job?**  
Talk to your International Student Advisor as soon as possible. Authorization for CPT is “company-specific.” You may not accept new employment without applying for a new authorization for CPT.
- **Do I need to be enrolled while doing my CPT?**  
Yes. You MUST earn academic credit for your CPT, even if your CPT is during the summer term or WinterIm.
- **Can I work now and enroll later or work based on a previous semester’s course for which I have an incomplete?**  
No. You must be enrolled for credit for the CPT before you can begin working and your enrollment for CPT must be in the current semester and extend through all authorized periods of CPT.
- **Can I enroll for Independent Study credit?**  
Yes, as long as your academic advisor will verify that the independent study is an essential part of your curriculum. You must be able to provide a syllabus or detailed course description designed by the professor leading the independent study explaining the proposed course of study and how it is integral to your degree program. (See Advisor Recommendation form for more details.)
- **Can I enroll for thesis or dissertation credits?**  
Yes, if you are integrating the internship experience into your thesis or dissertation.
- **I’m finished with my thesis/dissertation. Can I have CPT while I wait to graduate?**  
No. CPT cannot be granted once you have completed all your program requirements. Remember to apply for OPT (Optional Practical Training) 3 months prior to your completion of program (not graduation) to ensure that you receive your work authorization as soon as possible.
- **Do I need to apply to the USCIS for CPT authorization?**  
No. You need to submit your application materials to Garland Hall 138. Your International Student Advisor will determine if you qualify for CPT based on federal regulations. If your CPT is approved, the pertinent information will be sent to the USCIS via the SEVIS system.



# ADVISOR RECOMMENDATION FORM

for Curricular Practical Training

To Be Completed by Student

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Student ID# \_\_\_\_\_ E-mail \_\_\_\_\_

Student's Major \_\_\_\_\_

Degree Level \_\_\_\_\_

To Be Completed by Academic or Faculty Advisor

Anticipated Completion of Program Date: \_\_\_\_\_

Name & Location of Employer: \_\_\_\_\_

\_\_\_\_\_

Expected Practical Training Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
mm / dd / yyyy mm / dd / yyyy

PLEASE CHECK ONE OF TWO OPTIONS BELOW DESCRIBING THE PURPOSE OF THE PRACTICAL TRAINING:

1) \_\_\_\_\_ The Curricular Practical Training **will count toward fulfilling degree requirements AND academic credit will be awarded.**

*PLEASE NOTE: If the student will enroll in an independent study course, please attach a course description including course objectives, course outline and criteria for grading/assessment. This course/syllabus should be available to other students in the same program.*

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

2) \_\_\_\_\_ The student **has finished all course requirements and must only complete Thesis or Dissertation hours**. The Curricular Practical Training will provide necessary data for the completion of thesis or dissertation.

Dissertation or Thesis Topic: \_\_\_\_\_

**PLEASE EXPLAIN HOW THIS CURRICULAR PRACTICAL TRAINING IS NECESSARY FOR THE STUDENT’S THESIS OR DISSERTATION:**

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**I HEREBY RECOMMEND THE STUDENT FOR THE CURRICULAR PRACTICAL TRAINING AS DESCRIBED ABOVE:**

\_\_\_\_\_  
**Signature of Faculty, Academic or Thesis Advisor      Date      Office Telephone Number**

\_\_\_\_\_  
**Printed Name of Faculty, Academic or Thesis Advisor      E-mail Address**

***NOTE TO STUDENT: If you enroll in a CPT course and do not complete the course within the given semester, you may be considered out of status with Immigration. If you received an “I” grade (incomplete) or “W” (withdrawal from the course), you have worked without fulfilling the obligations of the CPT approval and may be in violation of your immigration status. Additionally, CPT cannot be extended or authorized based on an incomplete course.***

