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## **CURRICULAR PRACTICAL TRAINING (CPT) CHECKLIST**

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Immigration permits lawful F-1 students the opportunity to gain practical work experience during their degree program and in their major field of study. This experience is called Curricular Practical Training (CPT). By law, CPT must be approved by the Designated School Official (DSO - Immigration Specialist in the IC) and be an integral part of the student's curriculum. To be considered an integral part of the curriculum, the CPT will show as a registered course for either a co-op through the Career Services or an internship course through the student's academic department, depending on the type of employment. The checklist below will offer guidance in requesting Curricular Practical Training.

### **Checklist:**

#### **Eligibility Requirements:**

##### ***You must have:***

- valid F-1 status.
- been lawfully enrolled full-time for at least one academic year.
- at least one course remaining to complete your degree program.

#### **Paperwork to be submitted to the IC:**

- Letter of Employment:
  - on company letterhead and signed by a company official.
  - stating a brief job description showing relation to your current major.
  - stating dates of employment: beginning and ending.
  - stating the number of hours per week: full- or part-time.
  - stating the pay rate per hour
- CPT Approval Form (fully completed including all dates and appropriate signatures).
- Proof of registration of Internship Course (copy of course schedule).

#### **Authorization:**

- A new Form I-20 will be issued to you authorizing your CPT.

#### **Process:**

- Please submit your documents to the Front Desk in the Intercultural Center for processing. **You will be contacted within 2 weeks for a signature and to pick up your new I-20.**

No coursework is required in conjunction with full-time CPT. Part time coursework may be taken. If CPT is part time, additional coursework will be required. Immigration permits full time CPT of less than one year. Use of one year or more eliminates eligibility for Optional Practical

Training (OPT, post-completion year of work authorization). **CPT authorization by the DSO is required prior to commencement of employment.**

## **Curricular Practical Training Extension:**

### **Eligibility Requirements:**

#### ***You must have:***

- valid F-1 status.
- been lawfully enrolled full-time for at least one academic year.
- at least one course remaining to complete your degree program.

### **Paperwork to be submitted to the Intercultural Center:**

- Letter of Employment:
  - on company letterhead and signed by a company official.
  - stating a brief job description showing relation to your current major.
  - stating dates of continuing employment: beginning and ending.
  - stating the number of hours per week: full or part time.
- CPT Approval Form (fully completed including all dates and appropriate signatures).
- Registration of Internship Course if CPT is through your academic department.

### **Authorization:**

- A new Form I-20 will be issued to you authorizing your CPT.

### **Process:**

- Please submit your documents to the Front Desk in the Intercultural Center for processing. **You will be contacted within 2 weeks for a signature and to pick up your new I-20.**