

### Curricular Practical Training (CPT) Information

<b>Preconditions</b>	<ul style="list-style-type: none"> <li>For Curricular Practical Training or CPT, student must have been in valid F-1 status for one academic year (9 months) to be eligible. An exception exists for graduate students whose programs require immediate curricular training.</li> <li>CPT is available only while the student is in F-1 status before completion of the degree.</li> <li>Students in English language training programs are not eligible for CPT.</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>Curricular Practical Training or CPT has to be for credit and the credit has to be an integral part of the curriculum, meaning published in the university catalog in the major.</li> <li>For part-time CPT during the semester, the student must be enrolled full-time in an array of courses including an internship or related course.</li> <li>For full-time CPT, during the semester, the student must be enrolled in a minimum of 12 credit hours of internship credit.</li> <li>CPT during the summer, maybe be part-time or full-time for any number of credits.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>Students may engage in CPT only for the specific employer, location, and period entered and approved by the International Student Advisor in SEVIS. At Truman the International Student Advisor is the primary point of contact for CPT.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>CPT authorization must reflect the dates of enrollment unless otherwise approved by the internship coordinator or advisor.</li> <li>Employment starting before the first day of the term and ending after the final date of the term must be pre-approved by the internship coordinator/advisor on the CPT Application and after consultation with the International Student Advisor.</li> <li>CPT is only possible before the student completes their degree.</li> </ul>
<b>Hours per week</b>	<ul style="list-style-type: none"> <li>CPT can be approved for part-time (20 hours or less) or full time (over 20 hours).</li> </ul>
<b>Field/level of work</b>	<ul style="list-style-type: none"> <li>CPT must be an integral part of an established curriculum (for credit listed in the University Catalog), and be related to the student's major field of study.</li> </ul>
<b>Offer of employment</b>	<ul style="list-style-type: none"> <li>The student must have an offer of employment from an employer offering work that qualifies as curricular practical training.</li> </ul>
<b>Effect on other work</b>	<ul style="list-style-type: none"> <li>Use of full-time CPT for one year or more eliminates eligibility for Optional Practical Training. Use of part-time CPT does not affect eligibility for Optional Practical Training and is therefore unlimited.</li> </ul>
<b>Approval process</b>	<ul style="list-style-type: none"> <li>The International Advisor must update SEVIS with CPT authorization and issue an updated I-20 with the CPT authorization on the second page. The student cannot begin CPT until the CPT start date on the I-20. The student will use the CPT I-20 to complete the employers I-9 Form.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>Must continue to maintain a full course of study in F-1 status during the period of employment.</li> </ul>



# **Curricular Practical Training**

## **Application Instructions**

- Attend a CPT Workshop no more than 8 weeks prior to applying**
- Contact the Center for International Students (CIS) to schedule a CPT workshop.**
- Obtain a job offer letter from the employer with all of the following information:**
  - On company letterhead
  - Name of company
  - Address of company
  - Job title
  - Duties of the job
  - Beginning date of employment
  - End date of employment
  - Name of supervisor
  - Phone number of supervisor
  - Signature of employer
- Register for internship credit.**
- Prepare your application materials.**
  - Materials needed:
    - Job Offer Letter.
    - Completed CPT Application.
    - Completed SEVIS Release Form.
    - Proof of enrollment in academic credit.
    - Copy of most recent I-20.
    - Advisor letter confirming employment relates to field of study (recommended)
- Create a Google Folder and share it with [iso01@truman.edu](mailto:iso01@truman.edu).**
  - Example of how to label documents:
    - 1. CPT Application: CPT App, Last Name (Banner ID)
    - 2. SEVIS Release Form: SEVIS Release, Last Name (Banner ID)
    - 3. Employer Letter: Employer Letter, Last Name (Banner ID)
    - 4. Proof of Enrollment: Enrollment, Last Name (Banner ID)
    - 5. Most Recent I-20: I-20, Last Name (Banner ID)
    - 6. Supplemental Letters: Other, Last Name (Banner ID)
- Check your email regularly for requests and updates from the CIS regarding your application.**
  - Allow 5 days for processing in the CIS

**\*Note: Though there is no application fee, you will be required to pay tuition for the internship credits in which you enroll.**



# Curricular Practical Training Application

## To be completed by the student:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Truman Email: \_\_\_\_\_

Major(s): \_\_\_\_\_ Degree Sought (BA/BS/BFA/BSN): \_\_\_\_\_

Graduation Date (MM/DD/YYYY) \_\_\_\_\_

Internship Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Internship Supervisor Name & Email \_\_\_\_\_

Student Job Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Beginning Date of CPT: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Date of CPT: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internship Course(s) # and Title(s): \_\_\_\_\_

Total Number of Internship Academic Credits: \_\_\_\_\_

*I meet the requirements for Curricular Practical Training outlined in the 'Curricular Practical Training Information' document.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**To be completed by the Internship Coordinator/Advisor in the Major**

I recommend \_\_\_\_\_ for curricular practical training with:  
Student Name

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Internship Position \_\_\_\_\_

Internship Duties \_\_\_\_\_

Beginning Date of CPT: \_\_\_/\_\_\_/\_\_\_\_\_ Ending Date of CPT: \_\_\_/\_\_\_/\_\_\_\_\_

Term of Enrollment: \_\_\_\_\_

Internship Course(s) # and Title(s): \_\_\_\_\_

Total Number of Internship Academic Credits: \_\_\_\_\_

Is the proposed employment required of all students in this major as an internship? **Yes No**

Is the proposed employment a part of a course for which the student receives credit? **Yes No**

Is the proposed employment a part of a course that is monitored by a faculty member and listed in the University Catalog? **Yes No**

By marking "Yes" to at least one of the questions above, I agree that this CPT "is an integral part of an established curriculum." **Yes No**

Describe method by which the department will monitor the internship employment and determine the grade: \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_

Title of Faculty Member: \_\_\_\_\_

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_



# Release of Information to SEVIS Database

I have the following visa status (choose one)

- F-1                      Other: \_\_\_\_\_  
 J-1

I am applying for one of the following (choose one):

- Need-based Off-campus Work Permit (F-1 Visa Only)  
Starting Date: \_\_\_\_\_  
Please indicate if this is for Ethiopian SSR?    YES    NO
- Optional Practical Training (F-1 visa only)  
From (MM/DD/YYYY) \_\_\_\_\_ To (MM/DD/YYYY) \_\_\_\_\_  
Date of Graduation \_\_\_\_\_  
Major \_\_\_\_\_  
Circle One:    Part time    Full Time  
Indicate if this is for STEM Extension    YES    NO
- Curricular Practical Training (F-1 visa only)  
Company: \_\_\_\_\_  
Address of Company: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Phone Number & Email of Supervisor \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Circle One:    Part time    Full Time
- Academic Training (J-1 visa only)  
Name of Employer (Company): \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Phone Number & Email of Supervisor: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Circle One:    Part Time    Full Time

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SEVIS ID#: N \_\_\_\_\_  
Phone# \_\_\_\_\_ Email Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_

*I authorize the Center for International Students to submit the necessary information to the SEVIS database in order to complete my CPT application.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

