



CPT

Curricular Practical Training

What is CPT?

Curricular Practical Training (CPT) is temporary employment authorization for F-1 international students that allows them to participate in off-campus training, internships, practicums, cooperative education, or other work experiences that are directly related to their major field of study.

CPT must be:

- Required for the student's academic program.
- An integral part of the established curriculum of the academic program.
- Authorized by the Designated School Official (DSO) **before** employment begins

Students may not begin working until CPT authorization has been approved and reflected on their Form I-20.

Part-Time CPT

- 20 hours per week or less
- Typically used during the academic year

Full-Time CPT

- More than 20 hours per week
- Common during summer or approved academic training periods

Important: Students who accumulate 12 months or more of full-time CPT lose their eligibility for Optional Practical Training (OPT).

Student Eligibility Requirements

To be eligible for CPT, students generally must:

- Be maintaining valid F-1 status
- Have completed one full academic year in the United States
(unless the graduate program requires immediate participation)
- Have a job offer related to their major field of study
- Be enrolled in a course or academic requirement connected to the practical training
- Be making normal academic progress
- Receive CPT authorization from the DSO prior to beginning employment

Required Application Materials

Students should be prepared to submit:

1. CPT Request/Application Form

Completed and signed according to institutional procedures (Found in Truview)

2. Employment Offer Letter

- The letter should include:
- Employer name
- Job title
- Job description
- Employment location
- Start and end dates
- Number of hours per week

3. Academic Verification

Documentation from the faculty advisor or academic department confirming (form can be found on Truview for students to download):

- The training is directly related to the student's major
- The experience is academically required
- The student is enrolled in the required course or academic component

4. Proof of Course Enrollment

Enrollment in internship, practicum, cooperative education, research, or related coursework connected to the training experience.

Faculty Advisor Responsibilities

Faculty advisors may be asked to:

- Verify that the employment experience is academically relevant
- Confirm that the training aligns with program learning outcomes
- Confirm enrollment in the required academic course/component
- Support student success while maintaining academic integrity

Important Reminders

- CPT authorization is employer-specific.
- CPT authorization is date-specific.
- Any changes to employment must be reviewed by the DSO before they occur.
- Unauthorized employment may jeopardize a student's F-1 immigration status.

Next Steps

Students interested in CPT should contact:

- Their academic advisor/faculty supervisor
- The Office of Community Enrichment/DSO

early in the process to allow sufficient time for review and authorization (7-10 business days).

Questions?

Please contact your Designated School Official (DSO) for guidance regarding CPT eligibility and authorization procedures.