

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

**General Information:** Curricular Practical Training (CPT) is “employment which is an integral or important part of a student’s curriculum, including 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.” **Students must have CPT if they will be paid or receive any kind of compensation for the internship/work experience.** Students must have held F-1 Status for one academic year (2 semesters) to apply for CPT.

**YOUR PASSPORT MUST BE VALID TO RECEIVE ANY KIND OF WORK AUTHORIZATION.**

**Additional CPT Information:**

- You may not begin before the start date or continue working after the end date. If you work beyond the end date, you will be working illegally and could be terminated and lose future immigration benefits.
- Part-time CPT is 20 hours or less per week. To participate in part-time CPT during the semester, you must still maintain full-time enrollment (12-18 credit hours, with at least 9 being residential credit hours).
- Full-time CPT is 21 hours or more per week. You must be registered for a CPT course, plus 9 credit hours of residential or online courses.
- There is no limit to the amount of part-time CPT employment you can have before graduation but if you exceed one full year (12 months) of full-time CPT, you will be ineligible for Optional Practical Training (OPT).
- CPT is authorized on a semester basis. Students must register for either the 299 or 499:
  - Fall Semester                      Part-time CPT = 299 Internship
  - Spring Semester                      Part-time CPT = 299 Internship
  - Summer                                  Part-time **or** Full-time CPT = 299 or 499 internship

**Types of CPT:**

1. Required by the degree program. Part of your degree requirements, always qualifies for CPT.
2. Integral - Optional for graduation. Not required by the degree program, but is an integral part of the program of study.

**Application Procedure:**

- 1) Find a job related to your major.
- 2) Meet with your department Faculty Intern Advisor (FIA) to learn about the requirements and registration process for the 299 and 499 internship.
- 3) Complete the Internship Agreement Form and ask your FIA to complete this form.
- 4) Bring your Foreign Student Advisor the following: Passport and Form I-94, Form I-20, this form completed by your FIA, and the Internship Agreement Form
- 5) Your advisor will prepare a new SEVIS I-20 with the CPT endorsement on the employment page. This endorsement serves as your authorization for the dates listed.

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**TO BE COMPLETED BY FACULTY INTERN ADVISOR:**

Student’s name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**Is the student eligible to graduate now?**

- NO, EXPLAIN: \_\_\_\_\_  YES (if yes, he/she is NOT eligible for CPT.)

**The internship is (check only one):**

- Mandatory to complete graduation requirements. Course Number: \_\_\_\_\_
- Integral to the student’s academic program of study. Course Number: \_\_\_\_\_

Signature of FIA: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Campus Phone # \_\_\_\_\_