

General Information: According to Federal Regulations, 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 receive authorization for CPT if they will be participating in any internship, work experience, or practicum whether or not they will receive compensation. Students must have held F-1 Status for one academic year (2 semesters) to apply for CPT.

Additional CPT Information:

- Your passport must be valid to receive any kind of work authorization.
- 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 without authorization resulting in the termination of your status and possible loss of future immigration benefits.
- Part-time CPT is 20 hours or less per week. You must be registered for an internship course.
- Full-time CPT is 21 hours or more per week. You must be registered for an internship course that requires full time hours. Exception: CPT authorized in the summer can be full time regardless of the class.
- For part-time or full-time CPT you must maintain full-time enrollment. Consult with your International Student Advisor.
- There is no limit to the amount of part-time CPT in which you can participate before graduation. However 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-by-semester basis. CPT authorization ends the date the student’s degree is conferred.
- CPT is not meant to be a convenient employment opportunity nor is meant to be a device to save Optional Practical Training (OPT) months. CPT must have a valid purpose in the student’s program of study.

Types of CPT:

1. Required by the degree program. Part of your degree requirements and 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. Integral internships must be authorized by CASAS as a 299 internship.

Application Procedure:

1. Find a practical training opportunity related to your major.
2. Meet with CASAS to learn about the requirements and registration process for the 299 internship. For required internships, meet with the Faculty Internship Advisor in your department instead of CASAS.
3. Complete the Internship Agreement Form or submit an official employment offer letter on employer’s letterhead and submit to your International Student Advisor (ISA) along with this completed application.

*The Official employment offer letter must indicate the following:

1. Employer’s full name, address, & phone number
2. Supervisor’s name and contact information
3. Type of work the student will perform
4. Number of hours the student will work per week
5. Dates of Employment

4. Your ISA will prepare a new I-20 with the CPT endorsement. This endorsement serves as employment authorization only with the employer and for the dates listed

TO BE COMPLETED BY FACULTY INTERNSHIP ADVISOR:

*All 299 internships must be approved and signed by CASAS

Student’s name: _____ Student ID #: _____

Is the student eligible to graduate at the present time?

- 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 but not mandatory. Course Number: _____

Printed Name: _____ Campus Phone Number: (____) - ____ - _____

Signature of Faculty Internship Advisor: _____ Date: ____/____/____