CPT Guidelines

Curricular Practical Training (CPT) is temporary work authorization that allows F-1 students to gain practical experience that is an “integral part of an established curriculum” through practicums, internships or institutionally-sponsored cooperative education (COOP) that take place off-campus. CPT may be used part-time at CLC.

As a student in F-1 status, you may apply for Curricular Practical Training (CPT) work authorization in your field of study.

To be eligible for CPT you must:

- Maintain your F-1 status for at least one academic year before you start CPT
- Apply for only 1 semester of CPT at a time
- Register for the Cooperative Education Course(s) for credit
- Work less than 20 hours per week during the academic school year. Employment may be full-time during your annual vacation.
- Not be enrolled in ESL/ELI classes

Steps to apply for CPT:

- Obtain Curricular Practical Training Verification form prior to beginning employment
- Complete the CPT Verification form and attach an offer letter from the employer on company letterhead that includes your name, dates of employment, hours of work per week, description of work, job title and supervisor’s name.
- Call Carolyn Serdar, Cooperative Education (COOP), E101, 847.543.2058 for an appointment to discuss the program, assistance in completing the form and registering prior to beginning employment
- Return form to the Advisor in the Center for International Education
- Make copy of Student Learning Contract and submit to the Advisor in the Center for International Education
- Make copy of your job offer letter and submit to the Advisor in the Center for International Education
- The Advisor will review your form, approve and update your I-20
- Sign your new I-20 and keep with your other important documents

More Information about CPT:

- CPT is authorized only one semester at a time.
- You may only enroll in COOP for up to a total of 7 credit hours. This total is contingent on the number of COOP hours you enroll each semester.
- You may not begin employment until you have been granted work permission for CPT on your I-20 by the Advisor.
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More Information about CPT (con’t):

- If you wish to continue work beyond the expiration of your CPT, you must apply again and enroll in COOP before it expires.

**MUST RECEIVE WRITTEN AUTHORIZATION FROM DSO, WHO RECORDS AUTHORIZATION IN SEVIS AND ISSUES SEVIS I-20 WITH NOTATION, BEFORE WORK BEGINS.**

CPT FREQUENTLY ASKED QUESTIONS

*What is CPT?*

The regulations state that curricular practical training must be “an integral part of an established curriculum.” They define curricular practical training as “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.” 8 C.F.R. 214.2(f) (10) (i)

*How will CPT effect my eligibility for OPT?*

F-1 students who engage in a sum of 12 months or more of full-time curricular practical training become ineligible for optional practical training.

*What if I have done only part-time CPT?*

The use of part-time CPT does not count towards the 12 months of full-time CPT “trigger” that eliminated eligibility for OPT.

*What are the requirements for CPT?*

- You must have been enrolled at current institution for at least one full academic year.
- Employment must be an integral part of the established curriculum for degree program. (Course must be listed in course catalog as qualifying for academic credit with a faculty member assigned to the course. It is also required that the practical training experience be instrumental to achieving a curricular academic objective.)
- Eligibility exists only while student is in F-1 status, before completion of the educational objective.