

**CURRICULAR PRACTICAL TRAINING
FOR
INTERNATIONAL STUDENTS**

Qualifications for Students Wanting to do Curricular Practical Training (CPT)

1. You must be in full-time student status for at least one full academic year before you can do a CPT work experience.
2. The internship must be 20 hours per week or less when school is in session. In the summer, you may work 40 hours per week.
3. You may be paid for a part-time (10-20 hours per week) or full-time internship (40 hours per week).
4. The experience must receive academic credit and be related to your major. An internship fulfills this requirement.
5. You must have a formal internship offer on company stationery from an employer that satisfies the above criteria for CPT, before you can register for academic credit.

Responsibilities of the Coordinator of International Student Recruitment and PDSO

1. She will validate that you are in valid F-1 status, that you have met the full academic year requirement, and that the employment qualifies for CPT.
2. She will record the following notation on the student employer section of your I-20 and sign, date, and endorse: "(full or part-) time CPT authorized for (employer) at (location) from (date to date)". She will also provide an explanation how the training qualifies as curricular.
3. When all information has been entered, a new I-20 will be printed which reflects proper authorization.
4. The I-20 then becomes your work permit. The key is you must be taking a credit-bearing internship that is related to your major. No further paperwork is needed from the government. You will fill out tax forms just like an American citizen.
5. When these requirements are satisfied, you may begin work immediately.
6. You may NOT begin work before the start date shown on the new I-20.

A simple checklist is on the back of this sheet.

CPT CHECKLIST

- ❑ Getting an early start will help you through this process. Do not delay.
- ❑ Set up an appointment with the Director of the Internship Center to discuss your potential internship.
- ❑ Pick up an Internship ...or... Professional Development Experience (PDE) Application from the Internship Center and complete it.
- ❑ Return the application to the Internship Center.
- ❑ Interview with potential internship employers to which the Internship Center refers you, or with those you have located on your own.
- ❑ Decide and accept an internship offer from an employer. The offer from the employer must be on the organization's stationery. The offer must include the following:
 - Number of work hours per week
 - Location of employment (address, city, state, zip code)
 - Beginning and ending dates of employment
- ❑ Pick up a Registration for Academic Credit for Internship ...or... Registration for Academic Credit for PDE form in the Internship Center and complete it.
- ❑ Set up an appointment with the Coordinator of International Student Recruitment and PDSO and take the following documents:
 - Valid Passport
 - Form I-20
 - A copy (or database screen print) of the Registration for Academic Credit for Internship... or... Registration for Academic Credit for PDE form
 - Agency Agreement – Memo of Understanding
 - Original offer letter from the employer with the required components mentioned above
 - NOTE: If any of these details change, new forms must be completed and a new authorization must be obtained.
- ❑ The CPT authorization is granted by the PDSO. There may be a one or two day delay in processing a new SEVIS I-20 with the CPT authorization.
- ❑ You may not begin working until you have the new SEVIS I-20 with the CPT authorization.

Note: Work Start and End Dates

You may not start work before the authorized Start date on the I-20 with CPT authorization. You may not continue employment beyond the authorized End date, unless you apply for, and are granted, another period of work permission by the PDSO.