Office of International Affairs
CPT – Curricular Practical Training Information Guide

Understanding CPT (Curricular Practical Training)

Curricular Practical Training (CPT) is a type of work authorization issued by the Office of International Affairs (OIA) that allows F-1 students to participate in off-campus employment that is "an integral part of an established curriculum" and is "directly related to the student's major area of study." The off-campus employment must either be required by the student's degree program or the student must receive course credit for the internship. The employment/internship is defined as supervised employment of limited duration, with education and experience being its primary function.

Eligibility Requirements for CPT

- x The employment must be "an integral part of an established curriculum"
- x The employment must be "directly related to the student's major area of study"
- x The student must be in valid F-1 status
- x The student must have been lawfully enrolled on a full-time basis for one full academic year (two consecutive semesters).* There is an exception to this requirement if the student's program requires all students to participate in immediate off-campus employment during their first or second semester.
- x The student will continue to be enrolled full-time for the semester in which they are applying for CPT

Academic Requirements – CPT may be granted to a student if one of the following criteria are met:
- x The student's department requires all students in a particular major to participate in off-campus employment – Student must register in a CO-OP through the Office of Career Services.
- x The student is enrolled in a course for academic credit, which requires a student to participate in off campus employment to receive a grade for that course – Students must be registered in the course prior to applying for CPT.
- x The student will register for a CO-OP with the Office of Career Services. Registration in the CO-OP must be maintained throughout the semester.
- x The student has received authorization from their Academic Advisor and Department Head to participate in a part-time CPT

General CPT Regulations

Application Deadline – Students must apply for CPT within the deadlines listed by the Office of International Affairs (OIA) for the semester in which the student is applying for CPT. The start date and end date of the CPT employment must fit within the start and end date ranges listed by the OIA on the OIA's website for that semester.

Work Authorization:
- x What will CPT authorization look like? Once a student submits the required application documents to the OIA, the OIA will authorize the student for CPT within the student's SEVIS record. The CPT work authorization will then appear on the student's I-20.
- x When can I being working? A student cannot begin working until the approved CPT I-20 has been issued to the student by the OIA.
- x Do I have to apply for CPT each time I need work authorization? Students must apply (submit completed CPT application and job offer letter to the OIA) for CPT for each semester in which they intend to apply for CPT.
- x How long does CPT work authorization last? Students applying for CPT must participate in CPT for the entire semester, therefore a CPT application may be denied if the start or end date does not fit within the CPT range date for the semester. Additionally, due to the curricular nature of CPT, undergraduate and graduate students are limited to two semesters of full-time CPT authorization (this includes the spring, summer and fall semesters).

Full-Time CPT = 21 Hours or More per Week

Part-Time CPT = 20 Hours or Less per Week

During the fall and spring semester, F-1 students enrolled full-time are allowed to work no more than 20 hours per week, including on-campus employment and CPT employment.

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