

Curricular Practical Training (CPT)

Curricular Practical Training must be directly related to your field of studies

- before completion of studies**
- may be part-time (no more than 20 hours per week)
during Fall and/or Spring semesters**
- may be full-time (more than 20 hours per week) during Summer**
- CPT is employer and date specific**
- must complete one academic year (Fall and Spring term)
in F-1 status before eligible**

Procedures:

- when you have completed an academic year in F-1 status,
you become eligible for CPT**
- when you get a job offer that qualifies for CPT:**
 - get CPT form** from the International Center or complete on-line
 - get a letter from your academic adviser** stating that practical training is required for your program in general or a specific course and how the job is related to your studies and would be beneficial for you
 - complete CPT form**
 - make an appointment with Dr. Grouling or Jami Demuth
bring CPT form,
current SEVIS I-20,
passport with visa and I-94,
letter from academic adviser** (which may be sent to Dr. Grouling in advance, directly by your adviser),
a job description from the employer
 - if the job meets the criteria for CPT, it will be authorized and**

a new SEVIS I-20 printed to verify the employment authorization

--- During authorized CPT, you may work only for the employer stated on your I-20 and only during the time period authorized

--- If you change employers or location, you must notify the International Center and get approval BEFORE changing

--- If you want to continue CPT beyond the expiration date that was approved, you MUST get an extension BEFORE the expiration date

Working without authorization is a serious violation of status. It is likely to result in termination of status, which would require you to lose all benefits (CPT, OPT) and to go home.

Therefore, you MUST get employment authorization BEFORE starting to work and you must get an extension in order to continue to work at a previous authorized job.

Note: New SEVIS regulations require you to report any changes of address or employer, including termination, to your school within 10 days of the date it happens; otherwise, it is a violation of status.

Note: There is no actual limit for the amount of time for authorized CPT. However, use of 12 months or more of full-time CPT ELIMINATES any OPT upon completion of studies.

(Jan., 2004)