Curricular Practical Training

Eligibility

You are Eligible for Curricular Practical Training (CPT) if all of the following are true:

1. You are not an ESL student.
2. You have finished at least one academic year (2 semesters) of full-time study (You may include time in ESL or under an H-4 or H-1 category).
3. You are taking one of the following courses for which a job is a documented requirement:
   a) A 495 level internship course
   b) Any other internship course
   c) An externship course
   d) A practicum course requiring work
   e) A clinical course requiring work
   f) A student teaching course requiring work
   g) A 491-level individual study course or equivalent graduate level course
   h) You are engaged in a full course of study during CPT.

Procedure:

1. Ask your academic advisor about courses you can take in number 3 above and suggestions for finding a suitable work/internship position.
2. Find a suitable position and get a position description from the employer for your academic advisor to review relevance.
3. Apply for the position and get accepted.
4. Take your acceptance letter, the position description, and the CPT request form to your advisor for his/her approval.
5. Bring the acceptance letter and the CPT request form to the International Office.
6. CPT is typically tied to the beginning and end date the semester, unless training time is required before the next semester begins.

NEVER begin work until the International Office has given you a new I-20 with the CPT notation!
Never continue working beyond the CPT period authorized on the I-20!
Complete the same process for every new CPT period that you request.

---

1 Some master’s students may be exempt from the one-year-of-study rule.
2 If you don’t qualify for CPT because you are not taking a course which requires work, you may still use your opt time before graduation to work in a job related to your field of study.
Practical Training

Overview
Practical Training—paid or volunteer temporary employment—is a way for students in F-1 immigration status to gain practical experience in their field of study. Students are eligible after one year of full-time study. ESL students are ineligible. The controlling federal regulations is 8 C.F.R. § 214.2(f)(10).

Types

Curricular (CPT)
Immigration law states that Curricular Practical Training must be “an integral part of an established curriculum”. A part-time job that is merely related to the student’s field of study—even when directly related—will not meet this criterion if the job is not fulfilling a documented requirement of the student’s academic program of a particular course. If a student engages in a year or more of full-time CPT, they will not be eligible for any OPT at that degree level.

Optional (OPT)
Optional Practical Training is a way for students to gain practical experience through employment in positions related to their field of study. Such employment need not meet any requirements of the student’s academic program or of any particular course. Nor is any school supervision or audit required.

Because a student in most cases is eligible for only 12 months of OPT at each degree level (e.g. bachelors, master, etc.), most students elect to take OPT in the form of a full-time job after graduation. It is possible, however, for students to take part or all of their 12 months prior to graduation. They can even take a combination of pre- and post-graduation OPT as long as it totals not more than 12 months.

Pre-graduation OPT may be the only option for students who have found a job related to their field of study but who are not taking any courses for which the job qualifies as a requirement. Using OPT prior to graduation may even be desirable where the undergraduate student plans to enroll in a master’s program immediately after graduation.
Curricular Practical Training (CPT) Recommendation Form

To be completed by the Faculty Advisor or Department Chair and returned by the student with the job acceptance letter to the International Office.

Note to advisor: Ask for a position description to determine suitability for one of the qualifying categories below; ask the student to obtain one on company letterhead.

Questions? Contact Jennifer Adams in the International Office at 236-6170 or jadams@capital.edu

Student Name ________________________________

Faculty Advisor or Department Chair ________________________________

Practical Training Company/Institution ________________________________

Academic Term for CPT ________________________________

Name and Address of Company ________________________________

Part Time (20 hrs a week or less) [ ] Full Time (21 hrs a week or more) [ ]

The student is requesting CPT on the basis of the following course for which he or she will concurrently register:

<table>
<thead>
<tr>
<th>Course #</th>
<th>CPT Qualifying Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>a 495-level internship course</td>
</tr>
<tr>
<td>______</td>
<td>any other internship or externship course</td>
</tr>
<tr>
<td>______</td>
<td>a practicum, clinical, or student teaching course requiring work</td>
</tr>
<tr>
<td>______</td>
<td>a 491-level or graduate level individual study course which has specifically incorporated work experience as a requirement (attach “Individual Study Form” and syllabus)</td>
</tr>
</tbody>
</table>

Dates of Authorization: ____________ to ____________

I have determined that the proposed CPT meets a syllabus requirement of the intended course above.

Advisor or Chair Signature & Date: ________________________________

Department: ________________________________

Phone: ________________________________