

Troy University

Center for International Programs

Curricular Practical Training (CPT - Internship)

- Must be an integral part of an established curriculum
- Must be a full-time student at Troy University for 2 semesters prior to CPT authorization and be in good academic standing
- Must request authorization from International Advisor

Provide:

- 1. Letter from academic advisor indicating:**
 - a. that the employment will be credit bearing
 - b. how many credits
 - c. that it is an integral part of the academic program
 - d. when student will complete program of study

- 2. Receipt of registration and payment in that course**

- 3. Letter from employer indicating:**
 - a. job title,
 - b. dates of employment,
 - c. number of hours per week,
 - d. place of employment
 - e. brief description of work

- 4. I-20 form**

Once all these steps are completed, the International Office can then give you CPT authorization

*** If you have received one full year or more of curricular practical training, you may become ineligible for post-completion practical training (OPT)**