

## CPT

CPT is available for students to use when they do an internship anytime during the year. The following guidelines need to be followed when granting a CPT:

- Student must have been enrolled on a full-time basis for an academic year (9 months). Exceptions exist for graduate students whose program requires immediate curricular training.
- Student can only engage in CPT for the specific employer approved and recorded by the DSO.
- Can be granted for up to a year. It has to be approved before completion of the academic program. Student cannot be on CPT after they graduate.
- Can be approved for part-time (20 hrs or less) or full-time (20 hrs and more).
- Must be an integral part of an established curriculum, in the student's course of study. This could be a required internship, independent study where the student and the advisor will determine how the internship is part of the course. SEVP's online DSO training states that, "In practical terms, "integral part of an established curriculum" means an opportunity must be required by the curriculum **or, if not required, the student must receive credit for the training.**"
- The student must be registered for the class (internship/independent study 1-3 credits) when the student is on CPT.
- Before the DSO can grant the CPT the student has to have an employer offering work that qualifies as curricular practical training.

### Approval Process:

Student will provide the DSO with the following:

- A letter from the advisor stating what class the student is going to register for, how the class is an integral part of the curriculum, how the class is related to the internship, the dates of the internship and how many hours the student is going to work.
- A letter from the employer where the student is doing the internship with the following information: how the internship relates to the student's major studies, the start and end date of the internship, how many hours the student will be working, and the name and address of the company.

The DSO will then:

- Approve the CPT based on the two letters.
- Add CPT in the student's SEVIS record.
- Print two copies of the I-20 and give one copy to the student and keep one copy with the letters in the student's file.
- If the student is doing CPT during fall or spring semester, the student needs to be enrolled full-time and can only be approved for part-time CPT. Unless the curriculum considers less than 12 UG/9GR to be full-time because of the internship parameters.

### Important information:

**F-1 students who engage in an aggregate of 12 months or more of full-time curricular practical training become ineligible for optional practical training (OPT).**

**The use of part-time CPT does not count towards the 12-months of full-time CPT "trigger" that eliminates eligibility for OPT. An example illustrates the issue: 24 months of part-time CPT does not count as the equivalent of 12 months of full-time CPT, for purposes of determining eligibility for OPT...it is not counted at all.**