

CURRICULAR PRACTICAL TRAINING CHECKLIST

According to the Student and Exchange Visitor Program of the U.S. Department of Homeland Security, "Curricular Practical Training (CPT) is an alternative work/study, internship, cooperative education or other type of required practicum that a sponsoring employer offers through cooperative agreements with your college or university. CPT is only available for F-1 students when it is part of an established curriculum within a school. CPT must be integral to your program of study..."

(<https://studyinthestates.dhs.gov/students/training-opportunities-in-the-united-states>)

CPT must be integral part of your program of study, this means is necessary or essential part of your academic program and for this reason it must be a credit bearing experience.

CPT can be authorized full-time during school breaks or part-time during fall and spring semesters. Please note that, if you complete 12 months or more of full-time CPT, you will not be eligible for Optional Practical Training (OPT) after your graduation. CPT can be a paid or unpaid experience.

Follow the eligibility criteria below to determine if you qualify for Curricular Practical Training (CPT) application:

- ☐ Be under valid F-1 status.
- ☐ Be in good academic standing status (no probation, no incompletes).
- ☐ Undergraduate level students must have been enrolled full-time for at least one academic year (two semesters) under F-1 visa status prior to applying for CPT.
- ☐ Graduate level students might be authorized for CPT during their first year IF this is required by the student's academic program.

Work with your academic advisor to make sure you understand and follow your program's, Department's, and/or College's internship approval process.

Before you request CPT authorization from your DSO:

- ☐ You need to have a qualifying job offer or placement.
- ☐ The job offer or placement must have been approved by your academic advisor, department and/or college.
- ☐ Proper Department/College approval process must have been followed.
- ☐ You have enrolled in the corresponding [internship/practicum/student teaching, etc.] class prior to requesting the CPT authorization.
- ☐ Submit the completed CPT forms along with a copy of the CPT job offer (on letterhead), and a complete job description to your DSO.