Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student’s academic program for which the work counts toward course credit. According to immigration regulations, the work performed has to be in the student's major field of study.

Curricular Practical Training Eligibility:
- The student must be in valid F-1 status at the time of application and have been in full-time student status for one academic year preceding the CPT application. Graduate students whose programs require immediate participation in internship/practical training may apply at any time.
- The work must be necessary to fulfill course/class requirements. In other words, it must be required of all students taking the course, not just related to a course.
- The course must be an integral part of the established curriculum, (i.e., it must be required for the degree program or earning credit for the degree program).

You must be authorized for CPT by an Immigration Advisor in International Student and Scholar Services (ISSS) before beginning any employment. Working prior to obtaining authorization could result in a loss of your F-1 status.

To apply for CPT, bring the following to the Office of International Studies:
- Passport, Form I-94, Visa, Form I-20 (original)
- CPT Recommendation Form (attached) which contains:
  a. For graduate students: verification signature from your Graduate Advisor; for undergraduate students: verification signature from your Undergraduate Advisor, or Internship Coordinator
  b. A description of the program (internship or cooperative education program)
  c. Name and course number of the internship or research course for which you will be earning credit, name of the supervising professor and the semester in which the course credit will be earned
  d. Name and address of the company/institution where you will be working
  e. Beginning and ending dates of employment and the hours per week to be worked
- Letter from the employer (on letterhead paper and signed by employer) describing the work to be performed, including the starting and ending dates of employment, salary, and the employer’s address.
Information about Curricular Practical Training (CPT)

- The purpose is to allow students to engage in internships, practicums or cooperative education programs, if necessary for their academic program, or to earn credit toward their program.

- You must maintain your full-time student status to be eligible for CPT.

- You must have an offer of employment to apply for CPT because the authorization is employer specific.

- CPT is first recommended by the Undergraduate/Graduate Advisor, and then authorized by an Immigration Advisor in ISSS. If all documents are correct and complete, the CPT may be authorized on the date of application.

- The number of hours you are allowed to work while on CPT is determined by your internship program requirements.

  - Part-time CPT authorization is 20 hours per week or less. Full-time CPT is 21 hours per week or more.

  - You may use as much CPT authorization as is required for your degree program. However, if you accumulate 12 months or more of full-time CPT authorization, you are not eligible for Optional Practical Training (OPT) authorization. (EXAMPLE: If you have been authorized for a total of 11 months full-time CPT, you would still be eligible to apply for OPT.) Part-time CPT does not affect OPT in any way.

  - Curricular Practical Training authorization on Page 3 of your I-20 is your proof to accept employment. Therefore, your I-20 and I-94 may be used to complete the Employment Eligibility Verification Form I-9 that all U.S. employers are required by law to complete within three days of the start of employment.

    - If you change employers during your internship you must apply for a new period of CPT authorization before you work for the new employer.

    - You are authorized for specific dates of employment on your I-20. You may not begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you must have an extension of CPT authorized by an Immigration Advisor before you can continue working past the CPT end date on your I-20.

    - Employment is defined as “any type of work performed or services provided in exchange of money, tuition, fees, books, supplies, room, or for any other benefit.”
Academic Advisor’s Form for Curricular Practical Training

Curricular Practical Training (CPT) is a type of work permission for which international students in F-1 status can apply. The intended employment must meet criteria for academic credit and must be either required for or an integral part of their degree plan. It may be work that is necessary to complete a thesis or dissertation. If you question whether or not the employment meets the definition of Curricular Practical Training, please contact an Immigration Specialist at 438-5276. As part of the application process for this type of employment permission, the Academic Advisor, Department Chair, or Thesis Advisor must provide the following information to the Office of International Studies.

Student’s name: ____________________________________________ UID Number: __________________________
Student’s major: _______________________________ Expected Graduation Date: __________________
Expected Date of Thesis/Dissertation/Project Completion (when applicable) _____________________________
Department/Course Number Earning Credit for CPT: _______________________________________________
Employer Name and Address:

Employment dates: from ____________________________to ___________________________ (should fall within the semester)

- Work that extends beyond the semester dates will require additional authorization
- Students exceeding 12 months of CPT are not eligible for OPT for that particular level of study.

Number of Hours of Employment Per Week: ___________

Brief job description:

My signature below indicates that this CPT experience applies to all categories:

- is an integral part of this student’s academic program
- credit will be given for the course indicated above
- is either a graduation requirement or is part of the student’s degree plan.

________________________________  __________________________________________  ____
Academic Advisor’s Signature       Advisor’s Name (print)                 Department                     Date

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