

# CURRICULAR PRACTICAL TRAINING (CPT) REQUEST

Curricular Practical Training (CPT) is a paid or unpaid practical training/ internship. It must be performed for **credits that count toward completion of a degree or an educational objective.**

- Your eligibility must be confirmed by an immigration advisor before you can register for college credit. Please note that not all college transfer majors are eligible for CPT authorization.
- The practical training/ internship must be arranged through Cooperative Education office or your department.
- The practical training/ internship must qualify as an “integral part of the established curriculum.” This means that you will register for a course listed in the course catalog and earn credits by completing the practical training/ internship.
- The position can be paid or unpaid.
- The practical training/ internship can be part-time (20 hours per week or less) while pursuing a full course load or full time (more than 20 hours per week) during a vacation period.
- Students who engage in full-time CPT for more than 12 months will not be eligible for Post Completion Optional Practical Training (OPT).

## Are You Eligible?

1. How long have you been in the U.S. as an F-1 student? \_\_\_\_\_months
2. How many quarters have you attended academic classes? \_\_\_\_\_quarters
3. Are you pursuing a Short Term Certificate or an AA, AS, or AAS degree? Yes/No
4. Are you an F-1 student who has maintained F-1 status for 3 consecutive quarters? Yes/No

## Directions:

1. Complete ALL information in Student Section of the CPT Request form and submit it to the International Student Center front desk staff. Students in Professional/Technical programs must also submit a Program Checklist. Please see your program counselor for information on Program Checklists.
2. Watch your email for a message from an IEP advisor about your CPT eligibility. Please allow at least 5-10 business days for your request to be processed. You will be notified by email whether you are eligible for CPT. Then, you will pick up the form and take it to the appropriate office and request and internship confirmation letter:
  - **AAS degree students majoring Culinary Arts, Social & Human Services, Chemical Dependency Specialist, Interpreter Training:** see your department counselor/coordinator.
  - **All other AAS (Workforce Education) degree program:** see Ms. Karen Kato in the Cooperative Education Office, BE1103.
  - **College Transfer (AA, AS), Short-Term Certificate:** see Ms. Karen Kato in the Cooperative Education Office, BE1103.
3. Submit the internship confirmation letter prepared by your department of Cooperative Education office to the ISC. The letter must include employer’s name, address, position offered, length of internship, and weekly working hours.
4. A new SEVIS I-20 with a CPT endorsement on page 3 will be issued to you. After you pick up the I-20, you will register for the arranged credits.

Eligible for CPT       Internship letter received

Data Entry:     DB     SEVIS: \_\_\_\_/\_\_\_\_/20\_\_\_\_  email

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