Curricular Practical Training (CPT)

What is CPT?

The United States Student and Exchange Visitor Program (SEVP) defines Curricular Practical Training as follows:

“An F–1 student may be authorized by the Designated School Official (DSO) to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” [8 CFR 214.2(f) (10) (i)]

Eligibility to Engage in CPT:

- You must be a degree candidate in good academic standing who has been in lawful F-1 visa status for at least one academic year and have been making normal progress toward the completion of your degree.
- You must have been offered a specific training opportunity which falls into one of the following categories:
  - An internship/training/practicum which is required of all the students in your program. In other words, it is necessary to complete this internship/training/practicum in order to graduate.
    - Example, the BA/MA in Diplomacy degrees require all students to complete an internship and register for the DIPL Internship course in order to graduate.
  - An elective course that can be used to count towards the completion of your degree.
    - Example, the MS in Accounting program does not require that students complete an internship but offers a 1 credit internship course that count toward completing the mandatory elective credits needed to graduate.
  - Research needed as part of the thesis or dissertation required to complete your program.
    - Example, a PhD student will use their experience in an off-campus laboratory / company as part of the research needed to write their dissertation

Procedures:

1. Meet with OIP: Discuss general conditions and eligibility of CPT.
2. Meet with your academic advisor: Discuss if your major offers a course that fits into one of the categories outlined above.
3. Meet with The Career Center: Students must register their internship at https://blogs.shu.edu/internships/required-forms/internshippart-time-job-form/
4. Make an appointment or visit OIP during walk-in hours to submit all items on the CPT checklist. CPT documents cannot be submitted without meeting with an OIP advisor.
5. Receive CPT Authorization from OIP: A new I-20 with CPT authorization will be created for you. F-1 students must have the CPT I-20 in hand before beginning a CPT experience.
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How to Apply:

Please make an appointment or visit OIP during open advising to submit the following documentation to the Office of International Programs and allow 5-7 business days for processing your paperwork. You must register for the required courses before you apply for CPT and you must apply for curricular practical training before or during the normal registration period.

1. **Offer letter from the employer/internship site with the following information:**
   - Beginning and ending dates of internship—these dates must be at least 5-7 business days after the day you submit your completed packet to OIP. If the packet is incomplete, newly dated documents must be submitted.
   - The hours per week for the internship experience. There must be a set number of hours.
   - A description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements of your degree
   - Location where employment/internship will take place noted in the body of the letter
   - Full name, title and signature of person writing the letter
   - The letter must be typed on company letterhead

2. **CPT Data Sheet**

3. **Advisor Recommendation form completed by your Academic Advisor, not the professor teaching the course.**

4. A syllabus or learning agreement must be submitted if the registered course is not specified as an internship course.

5. **Printout of registration from PirateNet.**

After you are authorized for CPT:

1. Show your new I-20 with CPT authorization to your employer. Always keep all of your I-20s.

*Curricular Practical Training is not meant to be a convenient employment opportunity nor is it meant to be a device to save Optional Practical Training months. Not all international students qualify for CPT.*
Curricular Practical Training Data Sheet
Please submit this page with your other CPT materials. Keep the CPT instructions for your reference.

Today’s Date: ___________________________ SHU ID: ___________________________

First Name: ___________________________ Last Name: ___________________________

Telephone #: ___________________________ Email: ___________________________

Major: ___________________________ Address: ___________________________

☐ Check here if this is a paid experience and it is indicated as such in the offer letter.

☐ Check here if you do not have a social security number and need a social security letter from OIP for this paid experience.

Please sign below to certify that you have read all the information in this packet and understand the F-1 regulations regarding CPT.

Signature: ___________________________ Date: ___________________________

CPT Application Checklist

☐ Offer letter from internship
☐ CPT Data Sheet
☐ Advisor Recommendation for CPT Form
☐ If this is not a specified internship course, provide a syllabus and/or a learning agreement detailing the off-campus experience.
☐ Printout of registration from PirateNet
Advisor Recommendation For CPT

Student Information
First Name: ___________________________ Last Name: ___________________________
ID#: ________________________ Major: ___________________________ Degree Level: ___________________________

Academic Advisor Information
Name: ___________________________ Title: ___________________________
Phone: ___________________________ Email: ___________________________

I have approved the job description related to the title, company and dates listed below:
Company Name: ___________________________ Title of Position: ___________________________
Start Date: ___________________________ End Date: ___________________________

**Explain how this experience will fulfill mandatory requirements of the students’ program (choose one):**

- [ ] An internship/training/practicum that is **required** of all the students in the academic program. 
  In other words, it is necessary to complete this internship/training/practicum in order to graduate.
- [ ] Part of a course that will be used **to fulfill the elective requirements** of their degree, **not** extra credits added to the student’s transcript.
- [ ] Research needed as part of the thesis or dissertation required to complete the program.

**Establishing physical presence is a US government requirement for F-1 students:**

- [ ] 1. Will the student be registered for CPT as their only course in their final semester? 
  Yes [ ] No [ ]
- [ ] 2. If Yes to Question 1, please explain how the student will show physical presence on campus: ___________________________

The student is approved to register for:

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<thead>
<tr>
<th>Course Title/Code:</th>
<th>Semester:</th>
<th>Credits:</th>
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Advisor Signature:

_________________________

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