

# Applying for CPT

This off-campus work is defined as employment which is an important part of your program including: alternate work/study; internship, cooperative education, or any other type of required internship which is offered by sponsoring employers through cooperative agreements with the school. Please see the Career Connections Office before starting this process if interested in participating in an internship as defined in your major studies requirements.

## Eligibility for CPT:

- The student is currently in valid F-1 status at an SEVP-approved "college, university, conservatory, or seminary."
- The student has been enrolled on a full-time basis for one full academic year
- The student will continue to be enrolled for a full course of study during the CPT
- The training is "an integral part of an established curriculum"
- The training is "directly related to the student's major area of study"

## What the student must do:

- Make an appointment with your DSO to see if you are eligible for CPT
- If eligible, meet with Career Connections/Internship staff member
  - Complete Internship Application
  - Attend Internship Orientation
- Bring a letter from your prospective employer that was set up through Career Connections, indicating the job offer, employment start/end dates, explanation of how the training is related to your major of study and the address of the employer on company letterhead.
- You must receive written authorization from your DSO, who records authorization with USCIS and issues your new I-20 with CPT authorization. **This must be done before you begin your training.**

## What the DSO must do:

- Verify that the student is in valid F-1 status, has met the **one full year** academic requirement, and that the employment qualifies for CPT (included in major)
- Update the student's record in SEVIS authorizing CPT, including whether CPT is full or part-time, the employer, location, employment start/end dates and explanation of how the training is related to major of study to qualify for CPT.
- Print the new SEVIS I-20 that reflects your DSO's authorization for CPT on page 3 & initial page 3.
- DSO and student sign and date I-20
- Student keeps original I-20, DSO keeps copy for student's file.

<b>Preconditions</b>	Student must have been lawfully enrolled on a full-time basis at an DHS approved school for <b>one full academic year</b> before being eligible for CPT. Available only while student is in F-1 status, <u>before</u> completion of the educational objective.
<b>Location</b>	Students may engage in CPT only for the specific employer, location and period approved and recorded by the DSO in SEVIS.
<b>Duration</b>	Depends on the specific period granted by the DSO. May be granted by DSO one year at a time, or until expected date of employment completion, whichever is shorter. No cumulative maximum, except that it can only be approved before completion of the academic objective.
<b>Hours per week</b>	Can be approved for part-time (20 hours or less) or full-time (20 hours or more)
<b>Field/level of work</b>	Must be integral part of an establishment curriculum, in the student's major field of study.
<b>Offer of employment</b>	Must have an offer of employment from an employer offering work that qualifies as curricular practical training.
<b>Effect on other work</b>	Use of full-time CPT for one year or more <u>eliminates eligibility for OPT</u> . Use of part-time CPT does not affect the eligibility for OPT.
<b>Approval Process</b>	Must receive written authorization from DSO, who records authorization in SEVIS and issues a SEVIS I-20 with notation, before work begins. USCIS approval is not required.
<b>Miscellaneous</b>	Must continue to maintain a full course of study in F-1 status during the period of employment.

**There is nothing to mail to USCIS because they receive the information through SEVIS. Your authorization begins once you receive the I-20 from your DSO.**