



Curricular Practical Training (CPT) Overview

Revised: June 6, 2017

Curricular Practical Training (CPT) is temporary work authorization that allows F-1 students to gain practical experience that is an “integral part of an established curriculum” through practicums, internships or institutionally-sponsored cooperative education (CO-OP) that take place off-campus. These training programs can be required or optional, and can be paid, or unpaid. In all cases, students must have obtained permission prior to beginning the training program.

Eligibility Requirements for CPT:

- An F-1 student must have been "lawfully enrolled on a full-time basis for one full academic year in a SEVIS approved college, university, conservatory, or seminary";
- An F-1 student applying for CPT must be able to demonstrate that the training is "an integral part of an established curriculum"; and "directly related to the student's major area of study"
- Students authorized for practical training must continue to be enrolled for a full course of study during the CPT
- Students in English language training programs are ineligible for practical training
- Eligibility exists only while student is in F-1 status, before completion of the educational objective.

Steps to apply for CPT:

- Speak with your faculty advisor to identify an appropriate internship opportunity AND the eligible Carroll University internship course in which you will enroll for your internship.
- Complete the attached application and obtain an offer letter from an employer with the required information (see the attached sample offer letter).
- Turn in the *CPT Request Form* to the Office of International Education. At this time, please make an appointment with the International Student Advisor.
- At the appointment you will be issued with a new I-20 with the CPT work authorization, which authorizes you to begin your co-op or internship. **Do not begin work without the authorization in hand.**

Special considerations:

- CPT is authorized only one semester at a time.
- The practical training must be tied to a course in which you are enrolled each semester that you wish to participate in the training as approved by your academic advisor.
- If you wish to continue work beyond the expiration of your CPT, you must apply again at least one week prior to the expiration of your existing CPT authorization.
- Students may be approved for multiple CPT authorizations; however, use of full time CPT for one year or more eliminates eligibility for Optional Practical Training (OPT).
- Students who begin working without written permission in hand will be in violation of U.S. immigration regulations and out of status.



Curricular Practical Training (CPT) Request Form

Directions: Submit this completed form with an offer letter from your employer to OIE at least one week prior to your requested employment start date. The applicant must already be enrolled in the relevant internship or other course for which the student will be receiving credit for the practical training.

Part I: To be completed by the student

Date: _____

Name: _____ CU ID#: _____

Email: _____ Phone: _____

Local Address: _____

Employer name: _____

Supervisor: _____

Employer address: _____

Your job title: _____

Start date: _____ End date: _____

Number of hours you will be working per week: _____

Part II: To be completed by academic advisor or instructor of internship course

Please complete the following information for the student mentioned above:

Student's major: _____

Is an internship a requirement of the student's current program of study: Yes No

How does this practical training opportunity meet the requirement that it must be "an integral part of an establish curriculum" and is "directly related to the student's major area of study"?

Form continued on next page →



Curricular Practical Training (CPT) Request Form, con't.

To be completed by the student's academic advisor:

Will the student be enrolled in an internship course for the practical training during this term? Yes No

If yes, list the internship course name and number: _____

If not, list the course name and number to which the CPT will be tied: _____

If the student is not enrolled in an internship course, explain how practical training is related to the above named course and how the student's practical training will be evaluated?

Term of the Course: Fall Spring Summer I Summer II Summer III

Total Number of Credits Student Will Earn: _____

Dates of Internship/Employment: _____ to _____ (MM/DD/YYYY)

The above student is engaging in this off-campus placement setting as:

- | | |
|---|---|
| <input type="checkbox"/> Part-time (20 or less hours/week) – Paid | <input type="checkbox"/> Part-time (20 or less hours/week) – Unpaid |
| <input type="checkbox"/> Full-time (21 or more hours/week) – Paid | <input type="checkbox"/> Full-time (21 or more hours/week) - Unpaid |

Faculty Supervisor/Advisor Name: _____

Faculty Supervisor/Advisor Phone: _____ Email: _____

Faculty Supervisor/Advisor Signature: _____ Date: _____



Part III: Employer Offer Letter

You must submit a copy of the job offer letter from the employer. The letter must:

- Be written on the company's letterhead
- Be addressed to you
- Include job title
- Provide job description
- Specify the employment address (street, city, state, and zip code)
- Specify if the employment is full- or part-time (if part-time, the number of hours per week you will work)
- Specify the exact dates of CPT employment (keep in mind that CPT can only be authorized one term at a time).
- A statement that the company will be cooperating with Carroll University in achieving the curricular purposes of the employment/training.

Please note: the job offer letter must have ALL of the information listed above, or your CPT application cannot be processed. We recommend that your employer uses this sample job offer letter attached on the next page.



CARROLL UNIVERSITY
Office of
International Education

100 North East Avenue | Waukesha, WI 53186
Phone: 1-262-524-4948 | Fax: 1-262-951-3037
international@carrollu.edu | www.carrollu.edu/international

Dear Employer,

Thank you for your interest in employing a Carroll University international student. As you may be aware, international students in the United States must receive proper work authorization for any off-campus employment. In most cases, for international students in F-1 status engaging in off-campus employment prior to completion of their program of study, this work authorization is in the form of Curricular Practical Training (CPT). This work authorization requires that their work is directly related to their program of study and is authorized by a Designated School Official in the Office of International Education at Carroll University in accordance with U.S. immigration regulations.

As part of the employment authorization process, the student must submit an offer letter on company letterhead from the employer to the CU Office of International Education that includes the following information (see sample CPT offer letter):

- Student's name
- Job title
- Beginning and ending dates of employment (day, month and year)
- Number of hours of work per week
- Place of employment
- Name of supervisor
- Description of job responsibilities (these must be directly related to the major)

If approved, the CPT employment authorization and dates of validity will be indicated on page two of the student's immigration form I-20. Proof of employment authorization consists of a properly endorsed form I-20, a social security card, a valid passport, and an I-94 card noting the student entered the U.S. in F-1 status with an endorsement of "D/S", which identifies the student has been admitted for the duration of status of his/her studies. If the student does not yet have a Social Security number at the time an offer has been made, the student will need to apply for a Social Security card using the employment offer letter and a letter from the Office of International Education. The typical processing time to obtain a SSN is about two weeks.

If you have any additional questions about Curricular Practical Training or require further information, feel free to contact me.

Sincerely,

Megan Couch
Designated School Official



CARROLL UNIVERSITY
Office of
International Education

100 North East Avenue | Waukesha, WI 53186
Phone: 1-262-524-4948 | Fax: 1-262-951-3037
international@carrollu.edu | www.carrollu.edu/international

Sample CPT Job Offer Letter

Best Company, Inc.
1553 Job Street, Ann Arbor, MI 48105
(Tel) (734) 000-0000 (Fax) (734) 111-1111

Date:

Office of International Education
Carroll University
100 N. East Avenue
Waukesha, WI 53186

To Whom It May Concern:

The Best Company Corporation would like to offer (*student's name here*) an internship position.

Below is the information you requested about the position and our company:

Company Name: Best Company, Inc.

Physical location of student's job: 1553 Job Street, Waukesha, WI 53186

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 2012 – August 20, 2012

Job title: Marketing Intern

Job duties: Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies. The company will be cooperating with Carroll University in achieving the curricular purposes of the employment/training.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

<Signed>

John Smith
President
Best Company, Inc.