

What is CPT?

- Curricular Practical Training
- Enables F-1 students to gain off-campus employment through work or internship in their field of study.
- May be full-time or part-time employment or internship.
 - If complete 12 months or more of full-time CPT, you will be ineligible for OPT.

Guidelines (per SEVIS regulations)

- Must have a valid/active F-1 visa status.
- Must be pre-approved by current academic advisor and International Student Services before employment can begin.
- Job responsibilities must be directly related to current academic field of study and current education level.
- Must receive academic credit hours for internship, which will go toward completion of current degree program.
- Must not exceed 20 work hours per week while school is in session.
- Undergraduate students must be enrolled (full-time) in their academic program for one full academic year.
- Graduate students must be enrolled (full-time) in their academic program for one full academic year unless current academic program requires an internship to be completed during the first semester.
- Must be enrolled in full-time course load (undergraduate-12 hours, graduate-9 hours) throughout CPT.
- Must check-in via email with the International Student Services office at the end of each month.
- Must notify International Student Services within 10 days of any changes in employment/internship status or job responsibilities.

How Do I Apply for CPT?

- Notify Elise Mallette, Coordinator of International Student Services, of your interest in applying for CPT.
- Academic advisor must submit an official letter (on DSU letterhead) to Elise stating: academic advisor’s approval of CPT employment/internship; explanation of how CPT employment/internship directly relates to current degree program; state amount of academic credit hours will receive for CPT employment/internship. A sample letter is available in International Student Services office
- Employer must submit an official letter (on the company letterhead) to Elise stating: company name, address, and contact information; start/end date of employment; number of hours required to work per week (full-time/part-time status); if employment/internship will be paid or unpaid; if paid, please list amount and if pay is salary or hourly; full list of job responsibilities; explanation of how job responsibilities relate to current degree program. A sample letter is available in International Student Services office.
- Once official academic advisor and employment letters are received and CPT is approved, Elise will update your SEVIS account and issue a new I-20 that shows CPT approval on page 3.

Student Signature:	_____	Date:	_____
Employer Signature:	_____	Date:	_____
Advisor Signature:	_____	Date:	_____
ISS Signature:	_____	Date:	_____