

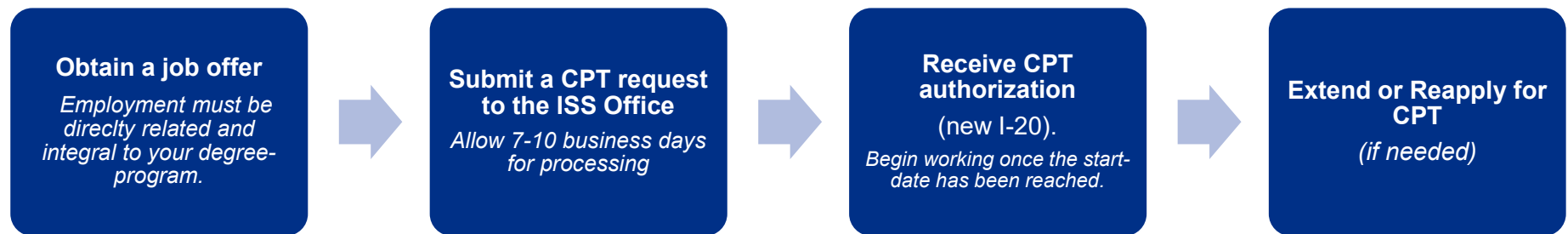
Curricular Practical Training (CPT)

Curricular Practical Training (also known as CPT) is a form of temporary work authorization that allows F-1 students in degree-seeking programs to engage in off-campus employment or training during their program of study. CPT is job specific meaning you must have a job offer to apply and the employment must be directly related to your area of study and integral to your degree-program.

Important

Working without out authorization is a violation of the F-1 status which may require termination of your immigration record and immediate departure from the United States. If you have any questions regarding your ability to work in the US, please reach out to the ISS office **BEFORE** you begin employment.

CPT Process at a Glance



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Overview

As stated above, CPT is intended for off-campus employment that is directly related and integral to your degree-program. Examples of employment that would require CPT are:

- Paid or unpaid off-campus employment or training (e.g. internships, externships, fellowships, etc.)

- Off-Campus Musical gigs
- Volunteer work related to your degree program

If you have any doubt about whether a position requires CPT, reach out to the ISS office before beginning employment!

Other Considerations and Limitations

- CPT is only available **during** your program meaning your authorization dates must occur before your I-20 expires. *If you are interested in off-campus employment after graduation, see our [Post-Completion OPT page](#) for more information.*
- CPT authorization is **employer-specific**, meaning authorization is for one specific employer and for a specific period of time. Working beyond your CPT authorization dates or for an employer without CPT authorization is considered a violation of your F-1 status which may require termination of your immigration record and immediate departure of the U.S..
- You may have more than one CPT authorization at the same time and multiple segments throughout your academic program as long as each position is related and integral to your degree program.
- CPT is approved on a full-time (less than 20 hours per week) or part-time (more than 20 hours per week) basis. **Using 1 year of full-time CPT will eliminate your eligibility for [Post-Completion OPT](#).**
- CPT is authorized by the ISS office and takes 7-10 business days for approval. **Employment can only begin after you've received the CPT I-20 from ISS and the start-date has been reached!**

Eligibility

To be eligible for CPT you must:

- Be enrolled full-time in a degree program for at least one academic year (2 semesters) in valid F-1 status **OR** be enrolled in a program that requires an internship (for all students) within the first two semesters. *Non-degree programs such as English Language Training programs are not eligible for CPT.*
- Have a job offer for a position that is directly related and integral to your program.
- Be enrolled in an internship class **and** have a recommendation from the professor overseeing the course.
- Submit a CPT application to International Student Services.

Application Process

STEP 1: Obtain a Job offer & Job offer letter

The first step to acquiring CPT is to secure a job offer for a position that is related and integral to your program of study. Once the job offer is made, the employer must issue a job offer letter that includes the following:

- ✓ **Employer Name**
- ✓ **Employment Start and End Date**
- ✓ **Number of hours you'll be working per week.**
 - More than 20 hours per week = full-time employment
 - Less than 20 hours per week = part-time employment
- ✓ **Employer Address**
- ✓ **Brief description of job duties**

In addition to the above, the job offer letter should include the employer's signature and be generated on the company's letterhead.

STEP 2: Apply for CPT through the ISS Office, allow 7-10 business days for processing

You can apply for CPT through our [CPT Application](#) form. This form will require:

- ✓ **A copy of your job offer letter**
- ✓ **Contact information for the faculty member recommending the CPT authorization.**

Once you submit your application, your recommender will receive a request for the following information:

- Their name and contact information
- Course Number
- Employment Start and End Date
- Date the grading will be completed
- Whether the employment is full or part-time

Reach out to your recommender / professor ahead of time so they know to expect this request!

Once your application is submitted, please allow up to 7-10 business days for ISS to issue your CPT authorization. **You cannot legally begin employment until you receive CPT authorization, and the start-date has been reached.**

STEP 3: Receive CPT approval & begin working

Once approved, the ISS team will email you a new I-20 with CPT authorization on page 2.

Do not work until the start-date has been reached!

EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 SEPTEMBER 2018	20 DECEMBER 2018

EMPLOYER INFORMATION			
TYPE	AUTHORIZATION DATES		
CPT	07 SEPTEMBER 2018 - 20 DECEMBER 2018		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
	07 SEPTEMBER 2018	20 DECEMBER 2018	

Remember, CPT is date and job specific, meaning you are only authorized to work for the employer listed on the I-20 and only on the dates authorized. *Working outside of the authorized dates is a status violation which may negatively impact future benefits applications (e.g., OPT, H-1B, etc.).*

STEP 4: Extend or Reapply for CPT, if needed

If you need to extend your CPT authorization or request CPT for a different employer, **you must submit a new [CPT Application](#) and follow the same procedures as before (e.g. Steps 1- 3).**

Your CPT application must be approved before you resume working or begin employment with the other employer, so make sure to reapply at least 7-10 business days before your desired start / resumption date.

Frequently Asked Questions

Do I need a job offer to apply for CPT?

Yes. CPT is job and date specific, so you must have a job offer and job offer letter to apply. See [Application Process](#).

What should my job offer letter include?

Once a job offer is made, the employer must issue a job offer letter that includes the following:

- ✓ **Employer Name**
- ✓ **Employment Start and End Date**
- ✓ **Number of hours you'll be working per week.**
 - More than 20 hours per week = full-time employment
 - Less than 20 hours per week = part-time employment
- ✓ **Employer Address**
- ✓ **Brief description of job duties**

See [Application Process](#).

How early can my CPT begin and how late can it end?

Once you [qualify](#), CPT can be authorized as early as the first day of the semester and as late as the final day of exams. In some cases, we will allow students to start before the semester start date, but NO earlier than 2 weeks. Specific dates will depend on the employer and supervising professor.

Does CPT impact my OPT eligibility?

Using one year of **full-time CPT** (working 20 hours or more per week) will result in loss of OPT eligibility. See [Other Considerations and Limitations](#).

How many hours may I work while on CPT?

If you are authorized for part-time CPT, you must work less than 20 hours per week. If you were authorized for full-time CPT, you may work more than 20 hours per week. See [Other Considerations and Limitations](#).

Can I request more than one segment of CPT?

As long as each position is related and integral to your program, you may request multiple segments of CPT. See [Other Considerations and Limitations](#).

When should I submit the CPT Request form?

You should submit your request at least 7-10 business days in advance of your desired CPT start-date. See [Application Process](#).

How long does CPT approval take?

7-10 business days. See [Application Process](#).

Can I begin working while waiting for CPT approval?

No. You are not legally authorized to work until your CPT has been approved, you receive the I-20 with CPT authorization, and the start-date has been reached.

Working without out authorization is a violation of the F-1 status which may require termination of your immigration record and immediate departure from the United States. If you have any questions regarding your ability to work in the US, please reach out to the ISS office BEFORE you begin employment.