

CURRICULAR PRACTICAL TRAINING

Revised 11/2019



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OVERVIEW OF CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is a type of off-campus work permission available to an F-1 students and commonly referred to as an off-campus internship. The goal of CPT is for the F-1 student to gain practical experience in his or her field of study. Employment is short-term and must be established as *“an integral part of an established curriculum.”* Within Wooster’s curriculum, CPT is only applicable when the work experience justifies registration for academic credit. It is typically used as “internship” credit through a specific academic department or with the Interdepartmental Internship 410/415 (College Catalogue). No more than six internships and a maximum of four Wooster course credits will count toward graduation. *Please review the College’s policies and guidelines before registering for an internship.*

To be eligible, the F-1 student must have been in valid status (including full-time enrollment) for the past nine months. Accordingly, undergraduate students are not eligible for CPT during their first year of study.

CPT is employer- and job-specific, and the work must be related to the student’s major field of study. Permission for CPT is granted by a Designated School Official (DSO) in International Student Services (ISS), but eligibility is first dependent on the approval of a faculty member and registration for academic credit. (See CPT Verification Form)

Once CPT is approved, the student needs to bring the CPT Verification form and proof of enrollment in an internship course to ISS. **The DSO must update the student’s SEVIS record and create a new I-20 PRIOR TO the start of employment.** No Employment Authorization Document (EAD) is issued under CPT. Approval is documented in SEVIS and confirmed through a new Form I-20.

Part-time CPT (fewer than 20 hours per week) during the academic year is allowed. There are no limitations on the length of time a student may participate in part-time CPT cumulatively, but a student who participates in twelve months or more of full-time CPT will lose his or her eligibility for Optional Practical Training (OPT). Use of part-time CPT does not affect eligibility for Optional Practical Training.

Consider, F-1 students are permitted to work 20 hours per week while class is in session. Therefore working 20 hours per week on CPT during the semester will limit your ability to work on campus at the same time. The 20 hour work rules applies to all work being performed not just CPT or just on campus employment. Over breaks students may work more than 20 hours per week.

APPLICATION PROCESS

The process of applying for CPT requires the following:

1. ***Securing approval for internship credit:*** Your proposed internship must be outlined in writing, supported by a member of the Faculty, and approved by the Associate Dean for

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Experiential Learning (APEX). This is done by completing the “Register for Internship” form, which may be downloaded at

<https://www.wooster.edu/offices/career/files/internship.pdf>

2. ***Completing the CPT Verification Form:*** In addition to providing information about the internship, the form also requires that you receive written endorsement from your faculty adviser for the internship.
3. ***Securing a Position Confirmation Letter.*** You need to provide a letter on company letterhead that confirms your job offer. It must include the following: (i) a detailed job description, (ii) the beginning and ending dates of employment, (iii) the number of hours to be worked per week, and (iiii) the employment address you will be physically located during your employment. The work period is designated per academic term, and the start/end dates should be as close to the beginning and ending dates of the relevant term as possible. Please note: An “incomplete” grade does not allow you to continue to work or to work between semesters.
4. ***Registering for CPT in the SEVIS system:*** Please make an appointment with the International Student Coordinator in ISS to update your SEVIS record for CPT. You will need to bring a completed CPT Verification Form, a Position Confirm/Offer Letter, and proof of registration for an internship course with you to your appointment. There is no application fee. Upon approval, you will receive a new SEVIS I-20 with the Curricular Practical Training permission noted on it. This I-20 should be presented to the employer upon the start of your employment during the I-9 verification process.

(Students who do not already have a social security number will be eligible to apply once they have been approved for CPT. And employment letter from ISS is required as part of the social security card application.)

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CPT VERIFICATION FORM

Student Information:

Name: _____ Major(s) _____

Employer name and address: _____

Employment Dates (start date and completion date): _____

_____ Part Time
(20 hours or less per week)

_____ Full Time
(more than 20 hours per week)

Faculty Advisor's Confirmation:

I have reviewed the attached overview of Curricular Practical Training. I have met with this student and have reviewed the job description and/or letter of employment. My signature confirms that I will work with the student to ensure the academic validity of his or her work experience and

___ 1. Academic credit will be awarded through:

_____ Course # Course Name

Amount of credit being granted: _____

___ 2. This employment is vital to and will result in the award of at least one course credit for Senior Independent Study.

Briefly indicate the nature of the academic work to be completed:

Faculty Signature

Department

Date