CPT
(CURRICULAR PRACTICAL TRAINING)
Eligibility Criteria & Regulations

General information

CPT is a special program for F-1 students that grants permission to work off campus assuming compliance with a number of requirements that are listed below.

- The student must have been enrolled as a full-time student for 9 consecutive months before becoming eligible for CPT.
- **Exceptions:** Graduate students whose program requires immediate CPT,
  Non eligible for CPT: Students in Non Degree Programs and Language Institute (ESL) students.
- The employment MUST be directly related to the field of study and MUST be determined by the Advisor / Faculty of the student’s department to be an integral part of the curriculum,
- Employment may be part-time [up to 20 hrs/week] during the academic year or full-time [over 20 hrs/week] during school breaks or when all coursework has been completed but thesis research is still in progress.
- Total Full-time CPT employment may not exceed 11 months [cumulative over the program duration] or the student becomes ineligible for Optional Practical Training (OPT) after graduation.
- **Employment must be approved by the Foreign Student Advisor;** application is free.
- Student cannot start CPT until he/she has been approved by OIP.
- Student needs a letter from Advisor / faculty confirming approval as integral part of curriculum.

1 – **STUDENT provides to OIP:**
   a) **Letter of employment** describing proposed internship, location, start date, end date and job description.
   b) **Letter from Professor** who will coach and monitor the internship, confirming that it is indeed beneficial to the student’s course of study.
   c) **Proof of at least one credit enrollment:** during the semester or summer session during which the training will occur. If it fits appropriately, CPT can be considered as an integral part of one of the courses that the student is taking (to be confirmed by Professor). If there is no corresponding course, then the student is required to enroll in a separate internship credit.

2- **FACULTY / ADVISOR to provide:**
Confirmation letter of support, approving the internship as being an integral part of the student’s curriculum, confirming that the internship will be monitored during and after completion.

*Only when all the requirements above are met will OIP be able to issue permission for CPT and enter it on the student’s I-20.*

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