

## F-1 CURRICULAR PRACTICAL TRAINING INFORMATION

### What is Curricular Practical Training?

Curricular Practical Training (CPT) is:

- an option used by F-1 students
- a type of employment authorization
- a requirement for a class for which you are enrolled and will receive credit
- approval of a paying job; qualifications of the job are:
  - directly related to your major
  - integral part of your academic program
  - either required for or part of your degree plan

At Illinois State University, we usually call this option “professional practice” or “internship.” CPT must qualify for academic credit and must be completed while you are doing the course work for your degree.

To be considered Curricular Practical Training, the work must not only be related to your major field of study, but also must be an integral or important part of your studies. Training which is required by your degree program always meets the requirements for CPT regardless of whether or not you receive academic credit for your work. Training which is not required by your degree program may meet the requirements for CPT if you receive academic credit for the employment experience. It must always be an important part of your studies and may include work necessary to complete a thesis or dissertation. If you have a training opportunity which involves employment, check with the International Office to determine if it qualifies as CPT.

### What is Considered Employment?

Employment is defined as “any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, or for any other benefit.”

### How Many Hours Can I Work When Approved for CPT?

Students can have as much full-time (more than 20 hours per week) or part-time (20 hours or less per week) as they need **to fulfill their academic requirements**, but must maintain a full course of study during the period of CPT employment. **IF YOU EXCEED THE EQUIVALENT OF 12 MONTHS FULL-TIME CURRICULAR PRACTICAL TRAINING, YOU ARE NOT ELIGIBLE FOR ANY OPTIONAL PRACTICAL TRAINING FOR THAT PARTICULAR LEVEL OF STUDY.**

## Can I Have More Than One CPT Employment Opportunity?

Students can apply for Curricular Practical Training as many times as their program requires, however only one CPT employment opportunity is allowed at any given time. The application/approval process is required for each Curricular Practical Training employment opportunity.

## What are the Eligibility Requirements of CPT?

In order to qualify for Curricular Practical Training:

- You must be in full-time, F-1 status for at least one full academic year (Fall/Spring semester) prior to applying. (Graduates may obtain a waiver if the internship is required immediately for your program of studies).
- You must be enrolled in the course that you specify on your CPT application.
- You must be enrolled as a full-time student for the duration of your program.
- You must be recommended by your academic advisor and authorized by your international student advisor.
- You must obtain a job offer letter (on original company letterhead) since the employment authorization is employer-specific.
- IF YOU EXCEED THE EQUIVALENT OF 12 MONTHS FULL-TIME CPT, YOU ARE NOT ELIGIBLE FOR ANY OPTIONAL PRACTICAL TRAINING FOR THAT PARTICULAR LEVEL OF STUDY FOLLOWING GRADUATION.

## Application Procedures

Be sure to attend an Employment Information Seminar offered by the International Office. Two seminars are offered each month during the academic year—11/9, 12/6, 12/7. Students will receive very specific application information at the seminars.

When ready to apply for Curricular Practical Training, students should call International Studies at 438-5276 to set up an appointment with Betsy Drillon. Please bring the following items with you to your appointment:

1. I-20
2. Completed Advisor's Form For Curricular Practical Training (see attachment in this packet)
3. Copy of the job offer letter from your employer (on company letterhead)
4. Completed, signed I-538 form (which can be downloaded from the OISP website: [www.internationalstudiesilstu.edu](http://www.internationalstudiesilstu.edu), or obtained in 308 Fell Hall)

Your proof of work permission for I-9 (employment form) purposes is the authorization granted to you by the International Student Advisor on page 3 of your I-20 form.

# ACADEMIC ADVISOR'S FORM FOR CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is a type of work permission for which international students in F-1 status can apply. The intended employment must meet criteria for academic credit and must be either required for or an integral part of their degree plan. It may be work that is necessary to complete a thesis or dissertation. If you question whether or not the employment meets the definition of Curricular Practical Training, please contact Betsy Drillon at 438-5276 or [bdrillon@ilstu.edu](mailto:bdrillon@ilstu.edu). As part of the application process for this type of employment permission, the Academic Advisor, Department Chair, or Thesis Advisor must provide the following information to the International Office.

Student's name: \_\_\_\_\_ UID Number: \_\_\_\_\_

Student's major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Department/Course Number Earning Credit for CPT: \_\_\_\_\_

Employer Name and Address:

Employment dates: from \_\_\_\_\_ to \_\_\_\_\_ (up to 12 months).  
(Students exceeding 12 months of CPT are not eligible for OPT for that particular level of study).

Number of Hours of Employment Per Week: \_\_\_\_\_

Brief job description:

My signature below indicates that this CPT experience

- is an integral part of this student's academic program
- credit will be given for the course indicated above
- is either a graduation requirement or is part of the student's degree plan.

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date