

CURRICULAR PRACTICAL TRAINING (CPT) INSTRUCTIONS

WHAT IS CPT?

CPT is defined as an “alternative work/study, internship, cooperative education, or any other type of **required internship or practicum** that is offered by sponsoring employers through cooperative agreements with The University of Toledo.” A student may be authorized to participate in a curricular practical training program that is “**an integral part of an established curriculum**” and “**directly related to the student’s major area of study.**” Thus, CPT is intended to help the student meet the requirements of their degree program and is **not** intended for the purpose of gaining work experience or earning extra money. **[8 C.F.R. § 214.2(f)(10)(i)]**

TYPES OF CPT:

OISSS may authorize CPT if it can be determined that the proposed employment is integral to an established curriculum, directly related to the student’s major field of study, and meets one of the three conditions below:

1. **A required training internship which earns credits** (e.g., Engineering co-ops, Pharmacy rotations, Nursing clinicals, student teaching, or other **required** internships/practicums);
2. **An elective training internship which earns credits** (e.g., Internship, Practicum, or Independent Study course offered through your college);
3. **An elective training internship that is integral to a student’s dissertation/thesis** (e.g., technology use or data collection from a particular corporation/research facility)

ELIGIBILITY:

The student must have completed an academic year (9 months) of full-time enrollment. Exceptions are provided for graduate students that require immediate participation in curricular practical training.

CPT AND OPT ELIGIBILITY:

Students that participate in full-time CPT for more than 12 months (364 days) in aggregate are not eligible for post-completion Optional Practical Training (OPT).

DURATION OF AUTHORIZATION:

CPT authorization is typically given on a **semester basis**. **Students must apply and submit new documents each semester for each CPT experience that is needed.** Students are only permitted to work within the dates indicated on page 2 of the I-20. If the student works before the start date or continues working after the end date, this constitutes illegal employment and the student’s SEVIS record may be terminated due to unlawful employment and he or she may have to depart the U.S. The student may also lose future immigration benefits, including but not limited to, Optional Practical Training (OPT). Since CPT is time and employer specific, OISSS must be informed if the student stops CPT for any reason or decides to change employer. If the student is changing their employer during the current CPT authorization, a new CPT must be authorized.

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CPT AND FULL-TIME ENROLLMENT REQUIREMENT:

Students must continue to pursue a full course of study while on CPT and **must register for CPT-related credit during each term they are engaged in CPT employment**. Students may be authorized for part-time CPT (20 or less hours) or full-time CPT (20 or more hours).

Summer Semester Exception: Students *may* be authorized for full-time CPT during the Summer vacation without registering full time; however, the student must be registered for their CPT-related academic credit.

NOTE: If a student has completed his/her coursework and has otherwise met the requirements of his/her degree program, CPT will **not** be authorized for the purpose of extending their graduation date or I-20.

HOW TO APPLY FOR CPT:

- 1) Meet with your Academic Advisor to discuss potential training opportunities
- 2) Complete the CPT Request Form (Section A)
- 3) Have your Academic Advisor complete the CPT Request Form (Section B)
- 4) Schedule an appointment with an OISSS advisor and bring the following documents to your appointment:
 - Completed CPT Request Form
 - Proof of internship credit enrollment
 - Passport
 - I-94 (can be obtained by going to <https://i94.cbp.dhs.gov/I94>)
 - Current I-20
 - Offer letter on the Employer's official letterhead with original signature with the following information:
 - Job title
 - Exact start and end dates of training experience
 - Number of hours to be worked per week
 - Indicate whether or not compensation is offered
 - Full address of employer
 - Brief description of work duties

Note: OISSS cannot authorize CPT with a start date in the past.



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