

CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS

Nonimmigrant F-1 students who have been in full-time student status for at least one academic year are eligible for Curricular Practical Training. Curricular Practical Training is (1) employment defined as an internship or practicum that is needed to fulfill requirements for a degree in a "particular course or curricular track", or (2) employment or an internship for which the student receives academic credit for a course that is an integral part of an established curriculum (course must be listed in the Bulletin). Curricular Practical Training may be either full-time or part-time. Those who engage in part-time Curricular Practical Training during the academic year must also be concurrently enrolled in coursework in order to maintain their F-1 status. There are no limitations on the length of time that Curricular Practical Training can be authorized, however, 12 or more months of full-time Curricular training will make the student ineligible for Optional Practical Training.

Documents needed:

1. A letter from your employer with a brief description of the employment/internship, the beginning and ending dates and the name and address of your supervisor.
2. A letter from your Department Chair or Academic Adviser stating either (1) that the employment is required by all students for the degree, or (2) that you will be receiving academic credit for the Curricular Practical Training. If an internship is required for the degree, the letter must verify this, include a brief description of the work, give the name and address of the employer, the beginning and ending dates of the employment and your expected date of graduation. If you are receiving academic credit, the letter must include how many credit hours are to be awarded, the specific course numbers and titles of the course(s), the name and address of the employer, a brief description of your work, the beginning and ending dates of the employment and your expected date of graduation;
3. Proof that you've registered for the class in which you are to receive credit.

Procedure:

1. You should call Molly at 529-5628 and set up an appointment. Please bring the employment/internship offer letter, the Department Chair/Adviser letter and Form I-20 to Molly Heidemann in the Office of International Education, 219 MacMillan Hall. If everything is in order, she will then authorize Curricular Practical Training and issue a new SEVIS I-20 that shows your CPT on page 3.
2. You should take the Form I-20 to your employer and have them make a copy for their records; you keep the original. (The endorsed I-20 constitutes authorization for you to be employed while engaged in Curricular Practical Training and is not valid for any other employer.)