

Curricular Practical Training (CPT) Policy

Definition

Curricular Practical Training (CPT) is only available to F-1 students who have not graduated and who have been enrolled on a full-time basis for one full academic year (fall and spring). Degree programs requiring off-campus employment before meeting this one full academic year requirement may be eligible for CPT. ***CPT is employment that is an integral part of an established curriculum in student's field.*** CPT can be an internship, cooperative education, or anything related to the student's degree program.

Student Eligibility Requirements

- CPT is available to students that have been in lawful status as a full time student for one full academic year, unless the student's graduate program requires an immediate CPT experience
- Student must be in good standing at the university to apply for CPT
- Undergraduate students are eligible to apply for CPT for the required internship course within their major or for the free elective internship course related to their major (credit bearing)
- Graduate students are eligible to apply for CPT if the internship credit is required or optional for their degree program
- Once students satisfy all requirements for their degree programs, they lose eligibility for CPT
- Students enroll in ELAP are not eligible for CPT

There are two different types of CPT:

1. **Employment that is a required part of your degree program and required for graduation:** Training which is required by your degree program always meets the requirements for CPT. As long as you are maintaining lawful F-1 status, you may apply for permission to engage in CPT whenever your program requires your participation, even if it is immediately upon beginning your studies.
2. **Employment that is NOT a required part of your degree program and NOT required for graduation:** Training which is not required by your degree program may meet the requirements for CPT if you receive academic credit for the employment and if it is integral part of your studies.

Part-time CPT vs. Full-time CPT

Part-Time CPT: is defined as employment for 20 hours per week or less and may be authorized during any semester. Part-time CPT does not affect eligibility for OPT. There is no limitation upon the length of time you may participate in part-time CPT but you must be simultaneously enrolled in order to maintain lawful F-1 status. If authorized for part-time CPT, students must take a full academic course load in the fall and spring semester.

Full-time CPT: is defined as employment for more than 20 hours per week. Full-time CPT may be authorized during the fall and spring semesters only if it is required for completion of the academic program. Authorization for 12 months or more full-time CPT makes student

ineligible for OPT at the same academic level. If authorized for full-time CPT, students can take part-time classes.

Full-time employment authorization is available under the following conditions:

- Student is participating in an required internship that requires full-time work.
- Student intends to participate in the employment during the summer vacation period or semester breaks.

Student Responsibilities

1. Complete CPT Form 1- Academic advisor recommendation form
2. Submit letter from employer with all necessary details of position
3. Make an appointment with Angie Maffeo at amaffeo@stfrancis.edu and bring CPT Form 1 and employer letter for final CPT approval.

****A NOTE OF CAUTION**

Working without authorization is a serious violation of your status and is grounds for automatic termination of your immigration record. F-1 students who engage in unauthorized employment will be considered to be out of status and ineligible for any nonimmigrant benefits. It is your responsibility to comply with all USCIS F-1 regulations. Prior to accepting any employment in the US, we advise you to consult with the International Programs Office (IPO).