# Curricular Practical Training (CPT)

Definition: Curricular Practical Training (CPT) is temporary employment authorization for F-1 Visa non-immigrant students in the United States while enrolled in a college level degree program.

CPT is authorized through the institution’s International Students and Scholars Office upon approval of the Dean’s Office and its staff, pursuant to regulations established by United States Citizenship and Immigration Services (USCIS).

# General Facts and Eligibility Guidelines

* Who can apply for CPT?
	+ F-1 Students who are in good standing with the University and in good legal status with the Department of Homeland Security (DHS).
		- * Undergraduates: must have completed one academic year in a degree granting program and have at least a 2.5 cumulative GPA in order to be eligible.
			* Graduate students: must have completed one term and received a 3.0 or above in order to be eligible.

 During the academic term, graduate students may work full-time or part-time. ***Graduate students enrolled in a one-year program are only eligible for part-time CPT (20 hours per week)***. Undergraduate students may pursue part-time work if internships are a requirement of their program of study.

Please note: F-1 students with 365 days or more of full-time CPT are not eligible for Optional Practical Training (OPT). Accumulating part-time CPT has no effect on OPT eligibility. Part-time CPT is classified as 20 hours per week or less. Full-time CPT is classified as more than 20 hours per week.

* Curricular Practical Training must be “integral to the program of study” per Sec. 214.2(f)(10)(i).  School of Business and Society students authorized for CPT must simultaneously enroll in a Practical Training or internship course (BUAD-475 for SBS undergraduates and BUAD-675 for SBS graduate students). College of Arts and Sciences undergraduate students must register for departmental internships to integrate their CPT into their program of study.  This section will be supervised by a faculty member, and will be evaluated as Credit/No Credit. School of Performing Arts students are eligible for CPT for performance or arts instruction with the support of faculty and with proper notation on their Form I-20.
* CPT authorization will not extend beyond the completion date of the student’s degree program. CPT authorization is for one semester at a time.
* Students must obtain CPT authorization before beginning employment. Working prior to obtaining authorization is a violation of the student’s immigration status. Students are not permitted to begin work prior to starting school.
* To maintain CPT employment, undergraduate students must maintain at least 2.5 GPA and graduate students must maintain a 3.0 GPA. If at any time, the student’s GPA drops below the requirement, their employment status may be jeopardized and they may need to forfeit their position.
* School of Business students may renew their CPT each semester.  Renewal of CPT authorization is contingent upon the student's performance in the prior term's coursework (including the Practical Training course) and on the continued alignment of CPT placement and the degree program.  *A*ll continuing students will need to participate in the renewal process for Fall 2018 and moving forward.
* College of Arts and Sciences undergraduate students are eligible for CPT during summer sessions contingent on approval processes in the Office of International Students and Scholars based on recommendations from students’ academic advisors and a current professor.

# The Application Process for Students

1. Obtain the necessary CPT documents from the Office of International Students and Scholars (OISS)
2. Find a position with an employer that will directly relate to the program of study.
3. Complete CPT documents and submit to Academic Advisor. Must include the following:
	1. Job/Intern Offer Letter on official company letterhead that includes: start/end date, position title, employment status, indicate full/part time work (number of hours per week), company contact information (address, phone number, supervisor name and contact information)
	2. Copy of job description with specific job duties on official company letterhead
	3. For undergraduate CAS students, letters of support from the student’s academic advisor and the faculty sponsor for the departmental internship course
	4. Signed CPT documents

\*\*Please allow 5 - 7 business days for CPT processing once submitted\*\*

**Curricular Practical Training Application Form**

**STUDENT INFORMATION (*TO BE COMPLETED BY THE STUDENT*):**

Name       Student ID #      Program/Major:

Degree level: [ ]  Bachelor [ ]  Master

Do you work on campus? Yes[ ]  No[ ]  If yes, how many hours?

Employer Name:       Employer Address and Contact Number:

Job Title:       Supervisor Name:

Job Description:

I have read and understand each rule and procedure of the CPT process listed below. I also certify that all of the information contained in this application is true and correct.

# Student Certification:

Please verify the accuracy of the student information section of this application. Read each item below carefully and print, sign and date this certification.

1. To be eligible to apply for CPT, I must have completed one academic year in lawful F-1 status.
2. I am in good academic standing to continue my program of study.
3. I am required to enroll in and complete the specific course in my program/major that is directly related to the CPT and for which CPT employment authorization will be granted.
4. To make any changes to the employer, location or date of my CPT, I will request new approval from my academic advisor, department head or graduate coordinator, and OISS at least two weeks in advance.
5. I will notify OISS within 10 days if my address changes.
6. Should I engage in 365 days or more of full time CPT, I understand that I will no longer be eligible to apply for Optional Practical Training (OPT) upon graduation.
7. I understand that beginning CPT without OISS approval and the notation on the second page of my I‐20 is a violation of the U.S. immigration regulations. This action could harm my lawful F-1 status in the U.S.

*I have read, understand, and will follow each rule and process of this CPT Student Certification.*

Student’s signature:

Student’s printed name:       Date

**CURRICULAR PRACTICAL TRAINING INFORMATION (*TO BE COMPLETED BY THE DEPARTMENT ONLY*):**

CPT is authorization for employment that is an **INTEGRAL part of an established curriculum and is DIRECTLY related to the student’s major area of study**. CPT is not meant to facilitate employment opportunities for individual F-1 students; rather it must be for an academic purpose. Therefore, we ask that you complete the following information to help us determine whether the proposed program meets the immigration requirements for CPT employment authorization. If you have any questions, please contact OISS at oiss@redlands.edu.

## Please check whether the proposed Curricular Practical Training is a curriculum requirement or an integral part of an established curriculum in the student’s major field of study.

[ ]  Yes, it is a curriculum requirement to complete the degree program and/or an integral part of an established curriculum.

[ ]  No, it is not a curriculum requirement

# PLEASE FILL OUT BELOW AS IT RELATES TO TYPE OF EMPLOYMENT:

**CPT information:**

CPT beginning date:

CPT end date:

**Hours of training per week:**  Part-time (up to 20 hours/week),       Full-time (more than 20 hours/week)

# Required internship or optional practical training course for credit information:

Course number:       Course title:       Credit hours:

Term of enrollment:       Anticipated graduation date:

**Required internship or optional practical training:** (including on campus and off campus internships)

Employer’s name:

Employer’s Address:

## Check all of the following that apply:

[ ]  Student’s program of study requires this employment/training.

[ ]  Student’s job/internship is directly related to program/major and serves an integral part of established curriculum.

[ ]  Other (*please explain*):

*I have reviewed the student’s proposed CPT experience and recommend its authorization by the Office of International Students and Scholars. I verify the student meets all eligibility criteria as per the* ***CPT Rules and Procedures pages****, and I understand that I may be consulted before OISS issues a final decision.*

Academic Advisor’s signature: Date:

Printed name and title:       Phone: