



F-1 Student Curriculum Practical Training (CPT) Recommendation

Academic or Faculty Advisors, Deans, & Graduate Coordinators of International Students

Curricular Practical Training (CPT) must be “an integral part of an established curriculum.” Federal regulations define it as “alternate work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”. See 8 CFR§ Sec. 214.2(f)(10)(i)

A student is eligible for CPT if:

1. Must be in valid F-1 status at the time of application and have been in full-time status for one academic year preceding the CPT application. Graduate students whose degree requires immediate participation in CPT may apply after arriving in the U.S. and registering at ISS.
2. The work must be required by the degree program or earn credit towards the degree program.
 *For Part-time CPT - Student must be registered full-time (Undergraduate -12 credit hours; Graduate – 9 credit hours). (**you will need to pay for these credit hours*)
 *For Full-time CPT and for Summer CPT – at least 1 credit hour (exception for the summer – do not have to be registered for 1 credit hour as long as the academic advisor or graduate coordinator provides a letter explaining how the internship is integral to the student’s degree program).
3. Must be authorized for CPT through the ISS office before beginning any employment.

Procedures to Apply:

See the Director of International Student Services during walk-in times or set up an appointment; for available times call 330.490.7105. **You must bring the following documents:**

1. Completed CPT request form
2. Original letter (on letterhead) from the employer describing the work to be performed, beginning and ending dates of the internship, and part time (less than 20 hours) or full time (more than 20 hours).
3. CPT can only be authorized for one academic semester. The student can renew their CPT for each academic semester.

*Please Note – more than 12 months of full-time CPT will make the student ineligible for Optional Practical Training (OPT)

To be filled out by Student **STUDENT INFORMATION**

Name: _____ SEVIS (I-20) #:NO _____
 *Please Print First(Given) Last(Surname)

This position will be: _____part-time (no more than 20 hours per week) _____full-time

This position is authorized from _____ to _____
 (MM/DD/YEAR) (MM/DD/YEAR)

By signing below, I verify my eligibility for Curricular Practical Training (CPT) training, that the internship/practicum is integral to my program of study, and that I understand that working without authorization constitutes illegal employment and will result in the termination of my F-1 status.

Signature: _____ Date: _____

INTERNATIONAL STUDENT SERVICES

