



F-1 Curricular Practical Training (CPT)

Definition/Eligibility Criteria/How to Apply

Definition

Curricular Practical Training (CPT) is temporary employment authorization for students maintaining valid F-1 visa status allowing them to take part in paid or unpaid off-campus training such as the following: alternate work/study, internship, cooperative education, or practicum.

This training must be an integral part of the school's established curriculum and directly related to the student's declared major. Students may participate in part time CPT (up to 12 hours a week) during the Fall and Spring semesters and, full time (over 20 hours a week) during vacation. The student must receive 1 academic credit on their transcript for this training.

CPT is authorized by the School's Designated School Official (DSO) and reflected on the student's I-20. The student **MUST** receive an I-20 bearing a CPT endorsement indicating the approved start and end dates for CPT **BEFORE** beginning CPT.

CPT use is limited to students' second through fourth Jan Plans and second and third summers. CPT must be completed prior to the program end date listed on the I-20.

Please note: Starting CPT training before receiving an I-20 form can result in termination of the student's SEVIS record, placing the student out of status and without work authorization. Because of this unauthorized employment, the student is not eligible to seek reinstatement of their F-1 status through USCIS, but must instead leave the U.S., obtain a new I-20, submit a new I-901 SEVIS registration, and pay the appropriate filing fees, before re-entering the U.S.

Basic eligibility guidelines are found below, however not all students will qualify based on these guidelines alone. Students should meet with the International Visa Specialist/DSO (Aura Moreno) in DavisConnects upon identifying training opportunities to discuss their eligibility for CPT and application process.

Eligibility Criteria

To be eligible for CPT you must:

- Have been lawfully enrolled on a full-time basis while physically present in the U.S for one academic year (i.e., two full semesters)
- Be in lawful F-1 status
- Have declared a major with the training directly related to your major
- Be enrolled/registered for a full-time course load for the following semester
- Have an internship/employment offer with established start and end dates

How to Apply for CPT (to be completed in order):

Plan ahead. CPT authorization takes 1-2 weeks for the International Visa Specialist to process and requires several steps that may take you time to finalize.

- You must have an employment offer at the time of the application. Obtain an employment offer letter or detailed training description from your employer. *See description below.



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- Meet with your Colby academic or faculty advisor to discuss your CPT plans in detail. Share the employment offer letter or detailed training description with your academic advisor, they will need it to inform their decision and to approve your CPT.
- [Register for an internship credit](#) in the term in which the CPT is taking place. The registration form is found on the DavisConnects website. The training must fulfill the 100-hour minimum requirement for internship credit.
- Complete and submit your CPT application and the employment offer letter or detail training description to the International Visa Specialist /DSO.
- The International Visa Specialist/DSO will review your CPT, if all the requirements are met, the DSO will authorize your CPT in SEVIS and create a CPT I-20 showing this approval. Expect processing time to be 1-2 weeks.
- You will be notified by email once your CPT I-20 is ready. **No work/training, paid or unpaid, may take place until your CPT I-20 is printed.**
- Be sure to sign and date your CPT I-20 and keep all I-20s permanently in your personal files.
- Report any changes to your training opportunity (i.e., employer information, training start/end date) to the International Visa Specialist/DSO immediately so your CPT may be updated accordingly.
- **You must receive Form I-20 bearing a CPT endorsement indicating the approved start and end dates for CPT employment authorization BEFORE beginning CPT. See warning, above.**

* Detailed Offer Letter/Training Description

Your employer or company must officially offer you a training opportunity. Ask your employer to write a Detailed Training Description, it must:

- Have a date
- Have student name and address
- Be written on company letterhead
- Have exact CPT start and end dates. Keep in mind that CPT can only be authorized one term at a time.
- Specify the number of hours per week
- Include job title
- Provide detailed description of the training
- Describe specific duties, tasks, goals
- Provide description of training and supervision -How the student will be supervised and/or trained
- Specify the street address where employment will take place (street, city, and zip code). If you will work remotely, the letter should specify this and list the company's physical address
- Have supervisor name, title, phone and email