

# Curricular Practical Training

## Overview for GU Faculty

### Definition

Curricular Practical Training (CPT) allows F-1 international students to engage in off-campus employment as long as it is an integral part of their curriculum. The following sample verbiage addresses how CPT is an “integral” component of an academic program: “*Students are expected to participate (when possible) in applied experiences related to their major/coursework.*” (...to develop professional connections and the practical application of course work through internships, cooperatives, or other options as approved by the department.)

- Examples of CPT: an internship, alternate work/study internship, co-op program, practicum, or similar situation **prior** to the completion of studies and normally falls within the limits of a given academic term, which can include summer.
- CPT must be part-time during the academic semester (20 hours or less) and may be full time during break periods (winter break/spring break/summer vacation)
- CPT must fulfill a specific academic objective

### CPT must be an integral part of the established curriculum and authorized by:

1. The faculty member teaching and supervising the academic course / internship / practicum for which the CPT is registered, by falling into one of the following structures:
  - A for-credit course that is part of the degree requirements (including general college electives)
  - A not-for-credit (0-credit) internship course that supports a program’s expectation that students will seek one or more practical applications of course work in their field.
  - Not-for-credit course that is part of the degree requirements
2. The Office of Global Support and Student Engagement (OGSSE)

### Eligibility

An F-1 student must have maintained full-time status for one academic year (2 full semesters) before applying for CPT.

- Exception: A graduate student whose program requires immediate participation in an internship, practicum, or other type of experience may begin CPT without fulfilling the academic year requirement.

### Authorization

- Authorization includes student’s completion of GU’s CPT Recommendation Form.
  - CPT recommendation requires faculty member’s signature of approval and verification of course number and registration. Depending on the program, the signature of the Program Director may also be required (noted on Recommendation Form)

- OGSSE authorizes CPT on the student's SEVIS Form I-20 for the dates reflected by course registration (and must be done on a per semester basis, per course basis)
- CPT authorization must be authorized on the SEVIS Form I-20 **before** the CPT may begin
- Authorization also includes an offer of employment letter that includes specific position/project responsibilities, and beginning and ending dates.
- New authorization must occur for each CPT.

#### **Related GU Policy Notes on CPT**

- Students may participate in a full-time summer CPT with the course registration being listed on their fall course registration (fall registration normally begins in March), or full-time during Winter Break with course registration listed on their spring registration (spring registration normally begins in November).
- There is no restriction on the length of cumulative part-time CPT and no impact of part-time CPT on student's eligibility to apply for OPT (Optional Practical Training). There is no fee associated with the CPT authorization.
- A student may accumulate up to 11 months of full-time CPT without impact on their eligibility to apply for post-completion OPT, which F-1 students may apply for when they have completed their academic program of study.