



Definition

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional development through an internship, co-op program, practicum, or other employment experience, paid or unpaid, prior to the completion of studies.

CPT must be a required part of your curriculum or a required component of the course for which you will register.

Eligibility

A student must have maintained full-time F-1 student status for one academic year (two full semesters) before applying for CPT. The only exception is for graduate students who must begin immediately with employment or another professional experience as regulated by the terms of their particular program of study and IUSB CPT policy. You must have a job offer letter from your prospective employer and support from your Academic Advisor. In addition, you must register for a course that provides a framework for your professional experience and which coincides with the duration of your employment.

Authorization

CPT is authorized by the Office of International Student Services in coordination with a student's Academic Advisor. Employment may not begin until the student has submitted all forms and the OISS has issued a new I-20 with CPT authorization. **Students may participate in the professional development experience only for the hours stipulated and only until the completion date entered on the I-20.** If students wish to continue under CPT or change the number of hours granted per week, this must first be authorized by the OISS. CPT is granted one semester at a time. If you will be reappointed for an additional semester, you must submit a new form and letter for reauthorization.

Generally speaking, IUSB allows those in CPT to work only *part-time* during the academic year (20 hours per week or less in fall and spring semester). A student may work full-time during vacation and break periods (over 20 hours per week). **CPT authorization must be granted on the I-20 BEFORE work commences.**

Important Notes. Please review!

- Employment may begin only after the Office of International Student Services has authorized the Curricular Practical Training with a new I-20. **New authorization must be obtained for each CPT period and for changes from part-time to full-time status.**
- If you drop the course linked to CPT, you are no longer eligible to continue your employment under CPT authorization. If you continue to work without enrollment in the class approved for CPT, you will be in violation of your immigration status.

Checklist of Required Documents to bring to your CPT Appointment with OISS

- The CPT request form, on paper or completed in Atlas.
- Your job offer letter from your employer/supervisor, stipulating start/end dates and hours per week.
- A copy of your course schedule verifying enrollment in the required CPT course.



CURRICULAR PRACTICAL TRAINING AUTHORIZATION FORM

Contact Information

LAST NAME	FIRST NAME	MIDDLE NAME	ID#
E-MAIL		PHONE NUMBER(S) AND TYPE (i.e. cell, home, work, etc.)	
CURRENT LOCAL ADDRESS			
CITY	STATE	ZIP CODE	

Professional Experience Information

COMPANY/BUSINESS NAME	SUPERVISOR NAME
START DATE	END DATE
CURRENT LOCAL ADDRESS	
CITY	STATE ZIP CODE
PROPOSED NUMBER OF HOURS PER WEEK (must be 20 hours or less when school is in session; 20 hours or more permitted during vacation/breaks)	

To Be Completed by Academic Advisor

MAJOR AREA OF STUDY/DEGREE PROGRAM	
COURSE NUMBER	COURSE TITLE
NUMBER OF CREDIT HOURS	SEMESTER AND YEAR CREDIT TO BE AWARDED
<p>CHECK ONE</p> <p><input type="checkbox"/> The employment is a <i>required</i> part of the student's curriculum.</p> <p><input type="checkbox"/> The employment is considered a required (i.e., internship, directed research) part of the course for which the student will register.*** (See below.)</p> <p><input type="checkbox"/> The employment benefits a graduate thesis or final project in a material and substantial way; Student must register for credit.*** (See below.)</p> <p>*** Please describe how the employment fulfills the requirements of the course for which the student will register in association with CPT, and how the employment portion of the course will be evaluated:</p>	
I hereby recommend the above-named student for the employment as described on the form.	
ADVISOR SIGNATURE	DATE (mm-dd-yyyy)
ADVISOR NAME	DEPARTMENT
PHONE	E-MAIL