

CURRICULAR PRACTICAL TRAINING (CPT)

Work authorization is required for students engaging in an academic co-op/internship, whether or not the co-op/internship is required for completion of your degree and whether the co-op/internship is a paid or unpaid position. It is also required for a clinical or practicum.

REQUIREMENTS:

- Must have been a full-time student in the United States for at least one full academic year (two semesters)
- Must be currently enrolled full-time in a degree program and be maintaining lawful F-1 status
- Employment must be directly related to your field of study and appropriate to your level of study
- Employment can either be part time or full time:
 - Part time is limited to a maximum of 20 hours per week while school is in session (this includes all on-campus and off-campus employment combined)
 - Full time is anything more than 20 hours in any week and requires authorization for full-time Curricular Practical Training
 - Summer vacation and longer breaks can be authorized for full-time employment
- Can only be used before graduation
- Includes an academic component and therefore must be enrolled for academic/internship credit
- Must have offer of employment before authorized (but can begin seeking work before authorization)
- Duration of part-time employment unlimited (but school limitations for co-op/internship apply)
- Duration of full time CPT limited to 11 months (otherwise forfeit eligibility for OPT)
- Work authorization consists of endorsement on third page of I-20 document (includes name, address of employer, number of hours per week you will work and number of credits you will earn)

PROCESS TO OBTAIN PERMISSION:

- Attend a Practical Training Information Session. Contact the International Student Services Office for information, (630) 942-3328.
- Pick up a Cooperative Education/Internship Program packet from the Cooperative Education/Internship office located in SRC 1490.
- Work with the Cooperative Education/Internship office to find a job and complete the necessary forms and requirements to enroll in the co-op/internship program.
- Schedule an appointment with the International Student Advisor to obtain authorization for Curricular Practical Training. You must obtain the proper work authorization **BEFORE** beginning your employment. You will need to bring the following items with you to your appointment:
 - A completed and signed Cooperative Education/Internship Agreement
 - All previously issued original I-20 documents
 - Your passport and I-94 card
 - Notice of Action from USCIS approving your change of status to F-1 International Student (if applicable)
- If your documents are all in order, and you qualify for the permission, the International Student Advisor will issue a SEVIS I-20 document for you with the authorization for a specific period of Curricular Practical Training.

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ADDITIONAL IMPORTANT INFORMATION:

- You must successfully complete the course requirements for the related co-op/internship course or your employment will become unlawful employment.
- You may work **ONLY** during the period specified by the Curricular Practical Training authorization; these dates will appear on page 3 of your I-20.
- If you wish to continue your co-op/internship for additional terms, you must make a new application for Curricular Practical Training each term.
- You are required by law to obtain permission **BEFORE** you begin your employment.
- Please note that students who have been authorized for one year or more of full-time Curricular Practical Training are ineligible for post-completion Optional Practical Training.