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:
  o 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)
  o Full time is anything more than 20 hours in any week and requires authorization for full-time Curricular Practical Training
  o 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:
  o A completed and signed Cooperative Education/Internship Agreement
  o All previously issued original I-20 documents
  o Your passport and I-94 card
  o 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.
CURRICULAR PRACTICAL TRAINING (CPT)

(Page 2)

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.