



Curricular Practical Training (CPT) Guidelines and Request Form *for CMC F-1 International Students Seeking Internships in the U.S.*

What is Curricular Practical Training (CPT)?

Curricular Practical Training is a type of work authorization which enables F-1 international students to engage in off-campus employment that is an integral part of their established curriculum. According to SEVIS regulations (8 CFR 214.2 (f)(10)(i)), Curricular Practical Training is defined to be “alternative work/study, internship, cooperative education, or any other type of required internship or practicum”.

CPT authorization is required for any paid or unpaid off-campus employment or internship experience. CPT authorization is specific to the employer and must be requested for each employer and each new academic term. Students may begin CPT employment only after receiving an endorsed Form I-20 with CPT authorization.

Eligibility to Apply for CPT at CMC

Students are eligible to apply for CPT if the following are true:

- The student has maintained F-1 status for one academic year at CMC and is in good academic standing
- The student has received an offer of employment directly related to their major field of study

Internship Course Registration for CPT

CPT employment must be an integral part of an established curriculum of the student’s academic program. For this reason, students requesting CPT must enroll in and complete an internship course during their CPT employment so that the CPT is accurately reflected on the student’s transcript. Students must enroll in one of the following courses to be eligible for CPT authorization at CMC: **INT 98, INT 99, INT 198, INT 199, INT 30, OR GOV 30**

Employment Permitted with CPT Authorization

CPT authorization grants current students with F-1 status the opportunity to gain professional experience directly related to their major area of study.

- CPT employment must be related to student’s major area of study
- CPT employment can be paid or unpaid
- CPT employment must occur within the dates requested and granted by the DSO and reflected on Form I-20
- CPT employment must be less than 20 hours per week while classes are in session (limited exceptions for graduate students or students engaged in special programs that require an internship)

**Students may not engage in full-time CPT (20+ hours/week) during school sessions, except for students enrolled in the Silicon Valley or Washington, D.C. programs.*

How to Obtain CPT Authorization at CMC

1. Receive an offer letter from employer, on the company’s letterhead, which includes employer name, employment start and end dates, whether employment is full or part time, and the employer’s address.
2. Register to enroll in an approved internship course at CMC for the academic term during CPT employment.
3. Submit this completed form with your employment offer letter to your DSO at CMC by email or in person at least one week before employment begins to allow DSO enough time to approve your request.
4. Receive new Form I-20 from DSO with CPT authorization before beginning employment.

For more information about CPT, please email Chrystal Orozco at DSO@cmc.edu.

Curricular Practical Training (CPT) Guidelines and Request Form

for CMC F-1 International Students Seeking Internships in the U.S.

To be completed by the F-1 student:

STUDENT INFORMATION

Last/Family Name (as written in passport): _____

First/Given Name (as written in passport): _____

CMC Student ID: _____ Expected Graduation (mm/yyyy): _____

DESCRIPTION OF CPT EMPLOYMENT

Academic Term: _____ Fall _____ Spring _____ Summer

Name of Employer: _____

Employer Address: _____

Employment Start Date (mm/dd/yyyy): _____ Employment End Date: _____

Number of Hours per Week: _____ Part-Time (20 hours per week or less)

_____ Full-Time (More than 20 hours per week)

INTERNSHIP COURSE REGISTRATION

Students must register for and complete one of the following internship courses and/or academic programs to fulfill CPT requirements as per F-1 federal regulations. Please check the program and/or course you are participating in.

_____ Silicon Valley Program

_____ INT 098

_____ INT 198

_____ INT 30

_____ Washington DC Program

_____ INT 099

_____ INT 199

_____ GOV 30

STATEMENT OF AGREEMENT

By signing below:

- I acknowledge that I have read and understand the information notated in this document and I agree to abide by the above referenced regulations instituted by U.S. federal government concerning my F-1 status.
- I understand that my employment can only begin after receiving a Form I-20 with Curricular Practical Training (CPT) authorization, on or after the start date indicated on the Form I-20, and that I must report any changes in my employment to my DSO immediately.
- I understand that if I fail to enroll in or complete the required internship course specified above, my CPT authorization may be terminated.
- I understand my responsibilities as they pertain to my F-1 student status during my participation in CPT, and that engaging in any unauthorized employment is a violation of my F-1 status and could result in the termination of my SEVIS immigration record.

Signature: _____

Date: _____

To be completed by the Office of the Registrar:

I, _____, have reviewed the above-named student's request and have determined:

1. The student is eligible to enroll in the internship course chosen above.
2. The student has successfully registered for the course chosen above.
3. The student is in good academic standing.

Signature: _____

Date: _____