

F-1 Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum. CPT is defined to be alternative work/study, internship, or cooperative education arranged with the approval of your program, or any type of required internship or practicum that is offered by sponsoring employers through cooperative agreements. CPT may take place during the academic year and/or in the summer. CPT can only be completed prior to the completion of your degree. Because USCIS uses a broad definition of employment— any activity for which a student receives a benefit, monetary or otherwise—even unpaid internships require CPT authorization.

Types of CPT

CPT is available in the following cases:

- *required part of degree- the major clearly identifies and describes the internship in the catalog as a requirement to graduate.*
- *non-required part of program- the practical experience is not required for graduation but directly related to your field of study for academic credit.*

Part-time vs. Full-time CPT

- *Part-time CPT:* Internship for 20 hours or less per week is considered “part-time” CPT. You must be simultaneously enrolled full-time in order to maintain lawful F-1 status. You can accrue part-time CPT without affecting your eligibility for Optional Practical Training (OPT).
- *Full-time CPT:* Unless required by your major or during the summer/winter sessions, internships for more than 20 hours per week (full-time CPT) are not approved. Please be aware that 365 days or more of full-time CPT will cancel your eligibility for Optional Practical Training (OPT).

General Eligibility Requirements

To be eligible for Curricular Practical Training, you must:

- *have been lawfully enrolled on a full-time basis in an academic program for one full academic year;*
- *registered and paid for an internship class for credit towards your degree;*
- *currently be maintaining a full-time program of study and valid F-1 status; and,*
- *have an offer for training that is directly related to the student’s declared major area of study*

Undergraduate Students

- In order to participate in CPT, you must have completed a minimum of **one academic year (fall and spring semesters)**.
- If you recently arrived in the United States to attend Brooklyn College for the first time as a transfer student, you are not eligible for CPT.
- You must be enrolled for the current semester and maintaining full-time status throughout the semester. You may intern in your last semester even if you have less than 12 credits remaining to complete your program. If you apply for CPT authorization in your final semester, you must register for at least one additional course besides your CPT-credit. CPT-credit cannot be the only credit on your final semester schedule unless it is fulfilling a degree requirement.

- You must maintain a cumulative grade point average of 2.0 or above. Students who are on academic probation are not eligible for CPT.

Graduate Students

- You must complete at least **one academic year (fall and spring semesters)** in your major concentration at the graduate level unless it is a requirement in your first semester.
- You are required to maintain a cumulative GPA of 3.0 or above. Students who are on academic probation are not eligible for CPT.
- You must be enrolled for the current semester and maintaining full-time status throughout the semester. You may intern in your last semester even if you have less than 9 credits remaining to complete your program. If you apply for CPT authorization in your final semester, you must register for at least one additional course besides your CPT-credit. CPT-credit cannot be the only credit on your final semester schedule unless it is fulfilling a degree requirement.

Application Process

Contact the college's Designated School Official (DSO) for an appointment. Bring the following:

- **Faculty Advisor's Recommendation Form For Curricular Practical Training**
- **Proof** that you have registered and paid for the internship course cooperative education program, practicum, or similar course through your academic department if required.
- **Offer letter from employer** on their official letterhead stating:
 1. The start and end dates of the placement.
 2. The number of hours per week (maximum of 20 for part-time CPT).
 3. A brief description of duties to be performed. It must be related to your course of study.
 4. Signature from supervisor

CURRICULAR PRACTICAL TRAINING (FOR F-1 INTERNATIONAL STUDENTS)

The information requested is needed to comply with U.S. Citizenship and Immigration Services (USCIS) regulations.

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CPT may take place during the academic year and/or in the summer session/s and **MUST** be undertaken prior to the completion of a course of study.

Student Completes this Section

Last Name *(Please Print)*: _____ First Name _____ Middle _____

Student ID #: _____ Phone: _____ Email: _____

Undergraduate: _____ Graduate: _____ Credits Completed _____ GPA _____

Major: _____

How many semesters have you been enrolled in your current degree program? _____

I need a letter for my Social Security Number (SSN) application- only for students who do not have a SSN

Dates of Proposed Curricular Practical Training: From _____ To _____
(Please note: these dates must match the dates on the employer's offer letter)

This training will be: Full Time _____ Part Time *(20 hours of work per week or less)* _____
(Please indicate the total number of hours per week): _____

Name of Employer: _____

Employer Mailing Address: _____

Why does this opportunity qualify for Curricular Practical Training?

**FACULTY ADVISOR'S RECOMMENDATION FORM
FOR CURRICULAR PRACTICAL TRAINING**

I anticipate _____ will be ready to graduate from their program of study in the:
Name of the student

Fall/Winter/Spring/Summer of _____ year.

Please provide a brief explanation on why this particular Curricular Practical Training experience is integral to the student's academic program. How will this experience enhance the student's studies?

(Please Note: this information will be entered into the student's SEVIS record)

I certify that the Curricular Practical Training experience described above and in the employer's offer letter is recommended for this student.

The CPT experience is: (A) _____ a required part of the degree program or the established curriculum in this department where work related experiences are required (e.g. student must participate in the training program in order to graduate).*

(B) _____ not required by the degree program but recommended for this student.

Course that the student is expected to register for (independent study or internship course): _____

The student must be registered for a minimum of 1 college credit that reflects the CPT placement. The credit must be granted by the academic department for each semester of CPT placement, including the summer semester(s). Failure to meet this is a violation of current immigration regulations; the CPT will then be cancelled and the student will be out of status.

Faculty's Name (*Please Print*): _____

Signature: _____

Department: _____

Date: _____ Phone: _____ Email: _____

*KINS 7290X does not meet this requirement