

F-1 Curricular Practical Training (CPT)

Curricular Practical Training (CPT) as stated in Federal regulations is either related to a course, internship, practicum, externship, practical experience, mentored learning, or is a cooperative work study that is part of an agreement between the school and an employer.

Brooklyn College does not have many majors that have *required* internships. Therefore, the Office of International Student Services has used its' professional judgment and allowed students to **intern** off-campus so that they may gain work experience in their **MAJOR** or a related field of study in the United States.

Types of CPT

CPT is available in the following cases:

- *required part of program- the program requires employment in the field of study to graduate.*
- *non-required part of program- the practical experience is not for credit but directly related to your field of study.*

Part-time vs. Full-time CPT

- *Part-time CPT:* Employment for 20 hours or less per week is considered “part-time” CPT. Though there is no limitation upon the length of time you may participate in part-time CPT, you must be simultaneously enrolled full-time in order to maintain lawful F-1 status.
- *Full-time CPT:* Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months 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 for one full academic year;*
- *currently be maintaining a full-time program of study and valid F-1 status; and,*
- *have a job offer.*

Undergraduate Students

- In order to participate in CPT, you must have completed a minimum of **30 CREDITS**.
- 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 receive your transfer evaluation (if applicable).
- 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.
- You must maintain a cumulative grade point average of 3.25 or above. Students who are on academic probation are not eligible for CPT.
- Official withdrawal (W) or Unofficial (WU) withdrawal from classes that will reduce your enrollment to less than full time will prohibit your participation in the internship program the following semester.

Graduate Students

- You must complete at least 18 CREDITS in your major concentration at the graduate level unless it is a You are required to maintain a cumulative GPA of 3.50 or above. Students who are on academic probation are not eligible for CPT.
- Official (W) or Unofficial (WU) withdrawal from classes that will reduce your enrollment to less than full time will prohibit your participation in the internship program for the following semester.

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 if required
- **Offer letter from employer** on their official letterhead stating:
 1. *The starting and ending 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.*
 4. *Signature from supervisor*

General Information

U.S. Citizenship and Immigration Services (USCIS) defines Curricular Practical Training (CPT) as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application.

CURRICULAR PRACTICAL TRAINING (FOR F-1 INTERNATIONAL STUDENTS)

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

CPT is employment that is an integral part of an established curriculum. It 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 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: _____

Minor (if applicable): _____

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 that this student will complete all the requirements for their current program of study on or about:

Fall: _____ Winter: _____ Spring: _____

Summer: _____ (Session 1) _____ (Session 2) _____

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.

This Curricular Practical Training experience is: _____ a required part of the degree program.
_____ not required by the degree program but
recommended for this student.

Internship course that the student is expected to register for:

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

Signature: _____

Department: _____

Date: _____ Phone: _____