



# CURRICULAR PRACTICAL TRAINING PROCEDURE

Curricular Practical Training (CPT) is permission to accept employment in your academic field that is an integral part of an established curriculum.

## QUALIFICATIONS

To be eligible for practical training permission:

1. You must hold F-1 non-immigrant status.
2. You must have been a full-time student in the U.S. for one academic year (i.e. two semesters) **OR** you must be a graduate student who is required to begin practical training immediately.
3. You must currently be enrolled full-time in a degree program and be maintaining legal status.
  - ♣ **To qualify as CPT, employment must be related to your field of study and appropriate for your level of study. In addition, the employment must be an integral part of an established curriculum. (The purpose of the academic advisor letter is to verify this).**
  - ♣ Your CPT employment is valid only for the dates of authorization. Authorization will be granted one semester at a time in order for the employment to be concurrent with your curriculum.
  - ♣ Curricular Practical Training is authorized as part-time or full-time. Part-time practical training is limited to a maximum of 20 hours per week. If you will work more than 20 hours in any week, you must be authorized for full-time practical training. However, practical training employment is limited to 20 hours per week while school is in session. After completion of coursework (but prior to completion of thesis or dissertation) a graduate student may work full-time with permission.

## PROCEDURE TO APPLY FOR CURRICULAR PRACTICAL TRAINING PERMISSION

1. Before you apply for Curricular Practical Training you **must** attend a practical training information session. (Sign up in ISS, Kettler Hall, Room 104).
2. Schedule an appointment with the International Student Advisor to apply for CPT. Bring the following items with you to the appointment:
  - ♣ A letter of offer from the company or organization stating the start and end dates of the employment (dates of employment must be concurrent with the academic term), tasks on the job and the number of hours per week.
  - ♣ Letter from Academic Advisor stating **how this employment is an integral part of your established curriculum**. Letter must also include student's name, major, degree level, anticipated graduation date, course number associated with the CPT experience including the number of credits of the course, semester of course enrollment and if the experience is full-time or part-time.
  - ♣ Proof of course enrollment.
  - ♣ Current I-20
  - ♣ Your passport and I-94 card.

If your documents are all in order, the International Student Advisor will process the employment authorization for the dates specified in the offer letter. **DO NOT WORK BEFORE OR AFTER THE SPECIFIED DATES.**

**PLEASE ALLOW ONE WEEK PROCESING TIME**

**ISS** INTERNATIONAL  
STUDENT  
SERVICES

2101 Coliseum Blvd.  
Kettler Hall, Room 104  
Fort Wayne, IN 46805-1499

Phone 260-481-6034  
FAX 260-481-6674  
[www.ipfw.edu/iss](http://www.ipfw.edu/iss)

## POLICY ON CURRICULAR PRACTICAL TRAINING

The types of experiences which qualify as Curricular Practical Training are as follows:

1. The student is granted IPFW academic credit by his/her department (regardless of the course number) for the work experience. Being granted academic credit for CPT can be done in one of two ways:
  - A. The student takes a course for credit that is specifically called an internship course.
  - B. The experience must involve work at the job site that the student will use to complete a project or in some way complete the work for a course taken for credit.

**Example:** A computer science student is enrolled in a course about the computer programming language "COBOL." If the course includes a project, paper, or other practical application of COBOL and the student can use his/her work experience to complete the project or work for the course, the experience would be considered a proper use of Curricular Practical Training. The student would therefore receive academic credit for this practical training experience.
2. Any work experience that is required of all students in the academic program, regardless if the student is given academic credit. An example of this is a required practicum for which credit is not granted.
3. An off-campus work experience that fulfills a graduation requirement: this applies even if there are other options.

### REGISTRATION

Undergraduate students may register for Co-op credits through their academic department.

Registering for an Independent Study is not acceptable.

You are required to register for either academic or Co-op credits in the same term in which you are pursuing CPT. Registering for credits for CPT in a far future academic term is not acceptable. In addition, credits registered for in a previous semester would not count towards the current CPT.

If you would like to pursue CPT during the summer, you must register for a minimum of 1 credit that is related to the CPT you will pursue.

You must register for the credits BEFORE you can be authorized for CPT.



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New 4/08