CURRICULAR PRACTICAL TRAINING

Overview
Curricular Practical Training (CPT) is defined by US immigration regulations as “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 schools.” [8CFR 214.2(f)(10)(i)].

Eligibility
In order for a student to be eligible for CPT, and to receive permission to engage in CPT from the Office of International Student & Faculty Services (ISFS), the following conditions must be met:

- The student must have been enrolled full-time for at least one academic year, and must be maintaining F-1 status. A graduate student whose degree program requires immediate participation in practical training may waive the one year of enrollment requirement.
- The student must complete the CPT prior to completing all the requirements for their program of study. ISFS requires verification from the student’s college or department chair that he/she has not completed all requirements for the degree program.
- The CPT must be an integral part of an established curriculum based on one of the following criteria:

  **Option 1:** The work is required of all students in the program of study
  - The requirement must be stated in the degree catalog

  **Option 2:** The work is required for a particular course
  - The work must be related to the major field of study listed on the I-20 form
  - The course credits must count towards the degree

  **Option 3—Graduate Students Only:** The work is necessary for the successful completion of a graduate thesis or dissertation
  - The student’s department will need to provide an explanation of how the experience will contribute directly and substantially to the thesis or dissertation
  - The student must register in at least one research credit while on CPT
  - CPT will not be granted during the semester the student plans to defend the thesis or dissertation

Important Details
- CPT is granted for a specific job, for specific dates. Students can **never** begin working until they have received the CPT I-20 form and the start date has arrived.
- CPT can only be granted for one semester at a time. If there is an academic need for additional time, a new request must be made.
How To Apply

Please read all information thoroughly. If you have questions, please contact an advisor in ISFS.

1) Read all packet materials thoroughly and complete the CPT eligibility worksheet.

2) Meet with your ISFS International Student Advisor and review your CPT eligibility worksheet. Obtain a Recommendation for Curricular Practical Training form.

3) Meet with the appropriate official in your department to discuss your internship, and ask them to complete the Recommendation for Curricular Practical Training form. (This must be completed by your Department Chair or College Student Services Representative.)

4) Obtain additional supporting documentation, if required (see recommendation form).

5) Secure a letter from your prospective employer indicating the job title, start and end date of employment, number of hours per week, place of employment, and a brief description of work. The letter must be on company letterhead. A scanned copy of the letter is acceptable.

6) Register for the internship course indicated on the Recommendation for Curricular Practical Training form for the academic term in which you are pursuing CPT.

7) Collect the following documents and turn them into the front desk of ISFS:
   a) Completed Recommendation for Curricular Practical Training
   b) Employer letter
   c) Any additional supporting documentation (if required)
# CPT Eligibility Worksheet

**Directions**

After you have read through the CPT packet please answer questions below. Bring this worksheet with you when you meet with your ISFS International Student Advisor. The answers to the questions will help you and your ISFS advisor determine if you are eligible for CPT and if CPT is a good fit for the work or internship opportunity you have.

## Eligibility

1) I need this internship for one of the following reasons:  
   - An internship or practicum is required of all students in my program of study.  
   - An internship is required for a course I intend to enroll in. The course credits will apply to my degree.  
   - **Graduate Students Only:** I require experience working outside of the Ohio University campus in order to complete my thesis or dissertation.

2) I have been enrolled full-time for at least one academic year **OR** I am graduate student enrolled in an academic program that requires immediate participation in an internship or practicum.

3) I have been offered a job that meets my academic needs.

4) I know the course I need to register for.

## Other Considerations

1) Will I will need to be authorized for more than one semester of CPT?  
2) In what semester do I expect to graduate?

3) Am I in danger of losing my OPT eligibility?  
   - List any previous segments of full-time OPT and total the number of days below

## Full-time CPT Authorizations

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<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Days</th>
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