Curricular Practical Training

Curricular practical training (CPT) is employment authorization that is available to F-1 students who have been enrolled full-time for at least nine consecutive months. To be considered for CPT, the internship or other off-campus employment opportunity must be related to the student's major field of study, and also must be an integral or important part of the established curriculum.

Eligibility Requirements
For employment to be considered as CPT, it must fall into one of two categories:

1. **REQUIRED Part of Degree Program.** If the academic program requires employment in the field of study to graduate, a student may participate in CPT as long as he or she meets the other requirements of lawful status. If the employment is required, CPT need not be credit-bearing. *Note: The nine-month in-status rule may be waived for graduate students whose program requires employment before nine months have passed. Undergraduate students must have completed nine months of full-time study to be eligible for any form of CPT.*

2. **OPTIONAL Part of the Degree Program**. Credit-bearing training opportunities that are an important part of the program of study may be authorized with CPT. Authorization can be given for only on academic term at a time. Updated authorization documents must be re-submitted for every following term that a student seeks CPT.

CPT may be part-time or full-time. Employment for 20 hours or less per week is considered part-time CPT; employment of more than 20 hours per week is considered full-time CPT. Part-time CPT does not effect a student's eligibility for Optional Practical Training (OPT). Students who accumulate 12 months of full-time CPT will not be eligible for Optional Practical Training (OPT).

CPT Authorization must be confirmed by ISS in SEVIS before a student may begin work.

Application and Authorization Procedures
To apply for CPT, you should first make an appointment with an ISS staffperson to discuss your proposed employment. Call (503) 943-7367 or email iss@up.edu to set up an appointment. You will need to submit the following items to ISS before you can be approved for CPT:

Employment as REQUIRED Part of Degree Program – Required Documents:	Employment as OPTIONAL Part of Degree Program – Required Documents:
CPT Authorization Form: completed by department head, submitted with a copy of the University Bulletin indicating that the employment is required of all students in the major to complete the program. The information should include the number of work hours per week.	**CPT Authorization Form:** completed by academic adviser or professor indicating that the employment is credit-bearing (including number of credits); that you have registered for the credit(s); and that the employment is an integral part of the academic program. The information should include the number of work hours per week.
A letter from your employer, indicating: job title, dates of employment, number of hours of work per week, place of employment, and a brief description of the work.	**A letter from your employer**, indicating: job title, dates of employment, number of hours of work per week, place of employment, and a brief description of the work.

Once authorized, students will receive an updated I-20 with the CPT authorization listed on page 2 of the I-20. ISS must grant CPT authorization in SEVIS before a student may begin work. Authorization for following academic terms requires re-submission of updated authorization forms, and re-authorization by ISS.