

# Curricular Practical Training (CPT) Faculty and Staff Resource Guide

## What is Curricular Practical Training (CPT)?

An F-1 student may be authorized by the university to participate in a work opportunity that is an **integral part of his/her/ their established curriculum**. CPT is **defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum at an off-campus worksite**. CPT authorization is necessary whether the work is **paid or unpaid**.

## Who is eligible?

- F-1 students who are legally maintaining their status; **and**
- Who have been **enrolled full-time for at least one academic year in the United States** with their current SEVIS record. Exception: Graduate students who have internship requirements within their first academic year.
- Students **must be registered full-time** during the academic year (fall and spring terms) to participate in CPT. If students have an approved Reduced Course Load authorization, their CPT request will be individually considered for eligibility, depending on the circumstances for course load reduction.
- In the **summer term**, students must be enrolled in an internship course or course which directly relates to the CPT opportunity **in either the summer, the spring prior to, or the fall after the internship**. Students must be enrolled in the class before authorization is given.
- F-1 students must have a **job offer on letterhead**. The internship must directly relate to their **major**.

## Types of CPT

- A. **Required for the degree program.** Required means that all students in the degree program are required to complete an internship or practicum in order to receive the degree.
- B. **Internship course recommended for hands-on training.** If the internship is not required for the degree, but the student has been recommended by the professor and/or academic advisor to take an internship course within his/her major in order to gain practical experiences in the field.
- C. **Associated with the program's established curriculum.** If the internship is not required for the degree, it must be taken for academic credit and connected to a relevant class that has similar educational objectives. To be approved, the professor needs to confirm the work is "an integral part of the program's established curriculum" and describe how the work is directly relevant to the academic objectives of the class. The course must be related to a **student's major program of study (not minors for undergraduate students)**. The student must be **currently enrolled in and taking this related course**.

## Staff and Faculty Approval

- Students **must have the approval of their academic advisor** to participate in CPT.
- The **student seeking CPT authorization will bring the CPT Request Form to their academic advisor**, along with their **offer letter and Statement of Purpose**.
- **Academic Advisors-** Please complete the Academic Advisor section after discussing the CPT opportunity with the student. Please reference the offer letter and student's Statement of Purpose for additional information.
- The **student is responsible for submitting the completed CPT application** to the Office of International Student Success & Global Engagement (ISS&GE) before beginning the job.
- Please **contact Rhonda J. Hinkle** ([rhinkle@marian.edu](mailto:rhinkle@marian.edu)) or 317-955-6670 if you have any questions.