Curricular Practical Training (CPT)

15 Points

1. CPT is any type of alternative work/study, internship, cooperative education, or practicum that is offered by sponsoring employers through agreements with a school.

2. CPT must be required by the curriculum or the student must receive credit.

3. During CPT, students must be enrolled in and getting credit for a course. Students must pay for the course, just as they would for any other course they enroll in.

4. F-1 students must be enrolled for one academic year before they are eligible for CPT. *Graduate students may be in programs that require immediate participation in CPT.

5. For the required one academic year needed to be eligible for CPT, students can include time spent in other programs of study, if there was no break between the programs.

6. A student must have an offer of employment to apply for CPT.

7. Employment must match the SE academic calendar. The authorized employment dates will be listed on the student’s I-20.

8. An exception is that CPT may be authorized for the entire summer period as long as:
   • the student is enrolled in and receiving credits for a course from June 1 - July 24.
   • the student is registered for the fall semester at Southeastern.
   • the summer is not a student's final semester.

9. Employment can only be part-time (1-20 hours/week) during fall and spring semesters and full-time (21-40 hours/week) during the summer semesters. An exception is that students in their final semester can work full-time, with department approval.

10. However, CPT-related credits cannot be the only credits in a student’s final semester.

11. Part-time CPT (20 hours or less per week) does not impact eligibility for OPT.

12. A student who uses 12 months of full-time CPT becomes ineligible for OPT at that degree level.

13. CPT is not available after a student completes his/her degree program.

14. You can change within the limits of part-time or full-time (e.g., from 10 hours per week to 15 hours per week) without a new authorization. However, if you change from part-time to full-time (or vice versa) you must request a new authorization.

15. Also, you must apply for a new CPT authorization before you work for a new employer.
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How to Apply
1. CPT Application form
2. Proof of Enrollment in CPT-authorized course
3. Letter from employer
   • Offer of employment
   • Name and address of employer
   • Number of hours per week that the student will work
   • Beginning & ending employment days (follow Southeastern academic calendar)

ISS Action
Once all documents are submitted to ISS, ISS will process an updated I-20 that lists on page 3 the location of internship, whether the CPT is part-or full-time and the CPT I-20 start date and end date. The CPT authorization on page 3 of your I-20 is your proof of employment eligibility and together with your I-94 card may be used to complete the Employment Eligibility Verification Form I-9 required by your employer.