



International Student Services

Curricular Practical Training (CPT) Application Process

What is CPT: Curricular Practical Training (CPT) is a type of alternate work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

- CPT must be an integral part of an established curriculum.
- The experience may be paid or unpaid.
- Students must meet with International Student Services before applying for CPT.
- Authorization must be annotated on the Form I-20.
- Authorization is for one specific employer, for a specific period of time.

Eligibility: F-1 status students who have been lawfully enrolled as full-time status students for at least one full academic year are eligible for CPT. Students who have only taken ESOL classes are not yet eligible. Students must be registered for a course that requires the practical training experience. The course must meet a requirement in the student's declared major.

Not sure if your practical training is eligible for CPT?

Ask these questions:

1. Is the practical training experience required for a course you are registered for?
2. Does the course meet a requirement in your declared major?
3. Does the course description or outline clearly indicate that you are "performing work in the industry", "applying skills learned in the program to your career field" or related language?
4. Are all students registered for the course required to complete a practical training experience?

If you answered **yes** to all of the above questions, then your practical training experience is likely eligible for CPT approval. Complete the process below prior to beginning your practical training experience.

Full-time vs Part-time CPT: *Full-time is defined as over 20 hours/week. Part-time is defined as 20 hours/week or less.* Students requesting part-time CPT authorization are required to maintain a full course of study (minimum 12 credits). Full-time CPT is usually only an option for students approved for Reduced Course Load in their final term. However, students with an academic need for full-time CPT authorization while taking a full course of study may have such a request approved by their academic advisor. One year of full-time CPT eliminates a student's eligibility for Optional Practical Training (OPT).

Timeline to Apply for CPT: Students must meet with ISS at least two months before the expected start of the practical experience. Students must complete the CPT application forms and receive authorization from International Student Services (ISS) *before beginning the practical experience.* Authorization must be annotated on the Form I-20 *before* the student begins the practical experience.

Timeline Note regarding Social Security Number for paid CPT

Students who participate in a *paid* practical experience must have a Social Security Number (SSN). Students who do not yet have an SSN will need to work with ISS and their future employer to acquire appropriate documentation to apply. The SSN application process can take up to three months. Students planning to participate in paid experiences, who do not yet have an SSN, should begin the CPT application process three months in advance to allow sufficient time for processing.

****See page two for the CPT application process.**

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Process to Apply for CPT:

1. Meet with International Student Services Coordinator to review federal regulations and the process to apply for CPT. (Complete at least two months before the expected start date of the internship/practical experience.)
2. Register for the required course (ex: ITT 2780- Internship).
3. Complete the *CPT Faculty & Advisor Verification Form*
 - Student completes part 1, Faculty completes part 2, Academic Advisor/DSO completes part 3
4. Complete the *CPT Site Approval Form*
 - Student completes part 1, Site completes part 2
5. Submit the completed forms to ISS at international@century.edu **at least 10 business days before the requested practical training start date.** If approved, ISS will issue a new Form I-20 with CPT authorization.
6. Keep the Form I-20 for your records and coordinate with faculty and site supervisor to begin practical training.

Contact International Student Services with any questions.

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