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. The experience may be paid or unpaid. CPT must be an integral part of an established curriculum. Students must meet with an International Student Advisor to apply for CPT.

Eligibility: F-1 visa 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: Students requesting part-time CPT authorization are required to maintain a full-course of study (12 credits). Full-time CPT is only an option for students approved for Reduced Course Load in their final term. One year of full-time CPT eliminates a student’s eligibility for OPT.

Timeline for Applying for CPT: Students must apply for CPT and receive authorization from an International Student Advisor before beginning the practical experience. Authorization must be annotated on the I-20. Authorization is for one specific employer/supervisor for a specific period of time.

Process for Applying for CPT:
- Register for the required course (ex: ITT 2780- Internship)
- Complete the CPT Faculty Verification Form (Student completes Part 1, Faculty completes Part 2)
- Complete the CPT Site Approval Form (Student completes Part 1, Site completes Part 2)
- Make an appointment to meet with an International Student Advisor to review completed forms and request CPT (at least 10 business days prior to starting practical training)
- International Student Advisor approves CPT and authorizes it in SEVIS, prints new I-20 for student
- Student keeps I-20 for their records and coordinates with faculty and site supervisor to begin practical training

If at any time you have questions about the process please contact an International Student Advisor at international@century.edu or call 651-779-3344.

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.