

Illinois Wesleyan University

Curricular Practical Training

What is CPT? Authorized employment (paid or unpaid) off-campus available to F-1 students. Federal regulations state that “students may be authorized by the Designated School Officer (DSO) to participate in a curricular practical training program that is an **integral part of an established curriculum. Curricular practical training (CPT) is defined to be an alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.**”

When do I need CPT?

For any internship or research (paid or unpaid) that occurs off campus OR is conducted remotely.

What kind of internship or research may I have that doesn't require CPT?

Any work on-campus, paid by IWU or Sodexo.

Any incidental volunteer work off-campus such as working in a homeless shelter a few hours/week.

What does CPT require?

*CPT must be directly related to a student's major area of study.

*CPT must be credit bearing OR required by your department or class.

*CPT must be authorized BEFORE you can begin to work.

*CPT is required for paid and unpaid work and research.

*Students may work up to 20 hours/week when school is in session; and over 20 hours/week during school breaks (Winter, Spring, Summer)

SPECIAL NOTE: While there is no restriction on how much part-time CPT a student can have, earning a total of 12 months of full-time CPT makes a student ineligible for optional practical training (OPT), employment authorization that allows students to work in the U.S. after graduation.

How can I apply for CPT? The documents below must be submitted to the International Office at least 1 week before the end of the semester PRIOR to when CPT will begin.

1. A completed CPT Request Form.
2. Letter of employment offer, which must include:
 - a. employer name, address
 - b. your job title
 - c. if the position is unpaid or unpaid
 - d. position start and end dates
 - e. number of hours you will work per week
3. If the internship/research is required by your academic major department you need a completed CPT Internship/Research Agreement.
4. Otherwise you must submit a copy of the completed Internship Learning Contract.

Once the documents are submitted and approved, this information will be entered into SEVIS, and a new CPT I-20 will be issued.

Participation in any type of work off-campus, paid or unpaid, without authorization is a violation of your F-1 visa status and can result in the termination of your SEVIS record.

Authorization will only occur at a scheduled appointment with the DSO.

CPT Request Form

Name: _____ Preferred name: _____

Year in School: _____ Email: _____

Major 1: _____ Academic Advisor: _____

Major 2: _____ Academic Advisor: _____

Are you on academic probation?: Yes No

INTERNSHIP INFORMATION:

Employer/Organization: _____

Employer Address: _____

Internship Position Title: _____

How is this internship or research directly related to your major?

Requested Start Date: _____ End date: _____

Part-time (20 hours or less/week) Full-time (more than 20 hours/week)

Paid Unpaid

Have you applied to receive academic credit? Yes No Unsure

If yes, what academic department will award credit? _____

Does your major academic department require participation in an internship or research off campus to meet criteria for graduation?

Documents needed:

1. Completed CPT Authorization Request (this form)
2. Letter of employment offer, which must include: employer name/address your job title, job description, the number of hours you will work per week, and your exact work location.
3. A copy of the completed Internship Learning Contract OR CPT Internship/Research Agreement

You may begin CPT as soon as your new CPT I-20 has been created.

My signature below indicated that I have read the information on this form and understand the requirements for CPT and the maintenance of my F-1 status. I also understand that authorization will only be for the approved employer and dates specified above.

Student Signature: _____ Date: _____