WHAT IS CURRICULAR PRACTICAL TRAINING (CPT)?
CPT is alternate work/study, internship, cooperative education, clerkship, or optional/required internship or practicum, available only while the student is in F-1 status before completion of the educational objective. CPT is authorized part-time (20 hours or less per week) and Graduate programs are exception to this rule.

CPT Eligibility Requirement:
- Undergraduates: Must have been enrolled full-time for at least one full academic year (fall and spring semesters).
- Graduates: Exempted from the one full academic year requirement.
- Employment must be integral or relevant to your established curriculum.
- Training that is required of all students or optional for your degree or track.
- Register for the appropriate credits before applying for CPT; if you cannot receive course/research credits for the work experience, you cannot be authorized for CPT.
- Must be in good academic standing (3.0 or higher for Graduate Students and 2.0 or higher for Undergraduates).
- Must have a valid employment/internship/training offer related to the student’s major area of study (paid or unpaid).

Types of Employment:
- Multiple employers: You may work for more than one employer, but all jobs must be related to your field.
- Work for hire: Commonly referred to as 1099 or Independent Contractor Employment; keep evidence of the duration of contract periods and the name and address of the contracting company.
- Self-employed business owner: You can start a business or be self-employed while on OPT. You should be able to prove that you have the proper business licenses and that it is related to your degree program.
- Employment through an agency or consulting firm is also allowed.
- Unpaid Employment: You may work as a volunteer or unpaid intern, where this practice does not violate any labor laws.

**How to apply for CPT?**

1. You must be enrolled in classes
2. Receive a job offer - but don't accept it yet
3. Complete the CPT academic advisor form with your assigned academic advisor
4. Send the following documents to the International Students and Global Scholars Services office:
   a. Completed and signed CPT Academic Advisor Form
   b. Offer letter from employer that includes:
      i. student's full name
      ii. job title and description
      iii. start date and end date of employment
      iv. employer's name, title, address, email, phone number, and signature
      v. company logo

**Important reminders:**

- **Changes on current CPT:** must be reported to the International Students and Global Scholars Services Office.
- **Extension or change to a new employer for CPT:** you need to apply for CPT again, which means you need a new offer letter and new advisor recommendation form.

Please submit your CPT application to **AT LEAST TWO WEEKS BEFORE** your internship/employment start date to ensure you are authorized to work on time. If you submit your application later than that, we cannot guarantee that you will be authorized to work by your requested start date of employment. Please note that F-1 students are required to have their CPT I-20 in hand on their first day of employment.
# CPT vs. Pre-Completion OPT vs. Post-Completion OPT

The following table is the main differences between three kinds of training.

<table>
<thead>
<tr>
<th></th>
<th>CPT</th>
<th>Pre-Completion OPT</th>
<th>Post-Completion OPT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work time?</strong></td>
<td>Part-time or full-time Before Graduation</td>
<td>Part-time Before Graduation</td>
<td>Full-time After Graduation</td>
</tr>
<tr>
<td><strong>Approval by?</strong></td>
<td>Approved by ISS</td>
<td>Approved by ISS and USCIS (EAD card required), up to 90 days for approval</td>
<td>Approved by ISS and USCIS (EAD card required), up to 90 days for approval</td>
</tr>
<tr>
<td><strong>Fee?</strong></td>
<td>No</td>
<td>Yes, $410 to USCIS</td>
<td>Yes, $410 to USCIS</td>
</tr>
<tr>
<td><strong>When to apply?</strong></td>
<td>when you have a job and approved by ISS</td>
<td>90 days prior to Pre-Completion OPT start date</td>
<td>90 days prior to Graduation</td>
</tr>
<tr>
<td><strong>Class registration?</strong></td>
<td>Yes, enrolled as a full-time student</td>
<td>Yes, enrolled as a full-time student</td>
<td>No</td>
</tr>
<tr>
<td><strong>Job offer before application?</strong></td>
<td>Yes</td>
<td>No, but recommend to have one</td>
<td>No</td>
</tr>
<tr>
<td><strong>Job Type Requirement?</strong></td>
<td>Integral part of an established curriculum</td>
<td>Directly related to course of study</td>
<td>Directly related to course of study</td>
</tr>
<tr>
<td><strong>Start date?</strong></td>
<td>Once approved by ISS and meet the start date</td>
<td>Once approved by USCIS (Received EAD card) and meet the start date on the EAD card</td>
<td>Once approved by USCIS (Received EAD card) and meet the start date on the EAD card</td>
</tr>
<tr>
<td><strong>Affect other Eligibility?</strong></td>
<td>No if doing full-time CPT for less than 365 days or unlimited part-time CPT</td>
<td>Deducted days at half of the rate from Post-Completion OPT period</td>
<td></td>
</tr>
<tr>
<td><strong>STEM Major Extension?</strong></td>
<td>NO, should apply for post-completion OPT first</td>
<td>No, should apply for post-completion OPT first</td>
<td>Yes, if meet qualifications</td>
</tr>
<tr>
<td><strong>Limited Unemployment</strong></td>
<td>No</td>
<td>No</td>
<td>Yes, up to 90 days</td>
</tr>
</tbody>
</table>

**Note:** I-20 program end date cannot be extended for the purpose of approving CPT or pre-completion OPT. If a student is eligible to graduate/complete coursework, they should apply for post-completion OPT.
Curricular Practical Training (CPT)
Academic Advisor Form

This form must be accompanied by a letter of employment from your proposed employer.

SECTION I: TO BE COMPLETED BY THE STUDENT

Name (last, first, middle): ________________   ________________   ________________
Date of Birth (mm/dd/yyyy): ____________
Country of birth: _________ Citizenship: __________
Student ID: __________________________
Lewis email: _______________
Major:  _____________________________
Degree level: [] Bachelors []Masters []Doctoral/PhD
CPT Semester: [] Fall  []Spring  []Summer  Year: ________
[] Part-time (20hrs)   [] Full-time (40hrs)
Student position/ job title: ___________________________________________________________
Employment start date: ____________________ Employment end date: ____________________
Employer/ Company name:  _________________________________________________________
Physical work address:  _____________________________________________________________
   Street   City   State   Zip code

How is the CPT you are seeking related to your program of study?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Periods of previous CPT, if any, since you entered the USA. (put “N/A” if there is none)

<table>
<thead>
<tr>
<th>Start and end date</th>
<th>Full time or Part time</th>
<th>Location</th>
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<tbody>
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</tbody>
</table>

Periods of previous OPT, if any, since you entered the USA (put “N/A” if there is none)

<table>
<thead>
<tr>
<th>Start and end date</th>
<th>Full time or Part time</th>
<th>Location</th>
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</tbody>
</table>

SIGNATURE OF STUDENT: ________________________________
DATE SIGNED: ________________________________
SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR

Please only endorse this form after the student has an offer of employment and verify that the employment is directly related to the student’s current major or program of study.

1. Student’s expected program completion date (mm/dd/yyyy): _____________________________

2. Does this student’s degree program require an internship or practicum? [ ] YES [ ] NO

3. The internship employment is directly related to the student’s major and is necessary to fulfill ONE of the following academic objectives:

   [ ] Satisfies a course requirement offered by Lewis University:
   
   Course title/number: ___________  Instructor: __________________

   [ ] A Lewis University program or required non-credit internship/practicum:
   
   Course title/number: ___________  Instructor: __________________

   [ ] (Graduate students only) An off-campus placement arranged by Lewis University to pursue graduate thesis or dissertation. Attached is a letter, which includes the following:

   • Explanation of the research objectives of the off-campus placement related to the student's thesis or dissertation and why they cannot be accomplished using Lewis University facilities
   • Name of the professor who will monitor the progress of the off-campus research.
   • Signature of Academic Advisor and co-signature of one of the following: Director of Graduate Programs, department Chair, or a Dean.

   [ ] If the proposed training is NOT REQUIRED for graduation, describe how and why it is an integral part of the student’s curriculum, as well as information about the appropriate related course in which the student will be enrolled.

______________________________________________________________________________
______________________________________________________________________________

Course title/number: ___________  Instructor: __________________

I certify that I have reviewed the employment offer and it meets one of the criteria described in Section II #3 of this form. Based on the information I have provided; I recommend that the International Students and Global Scholars Services Office authorize this student for employment under federal regulations for Curricular Practical Training. I understand the final decision is subject to the review and approval of the International Students and Global Scholars Services Office at Lewis University.

Advisor Signature: ____________________  Date: ____________________________

Advisor Name: ______________________  Title: ____________________________

Department: ______________________  Extension: ______________________

Return form to: Michael J. Fekete, Director, International Students and Global Scholars Services Office. Questions? Call: 815-836-5549