PURPOSE

The purpose of this procedure is to provide guidelines for granting authorization for Curricular Practical Training for international students.

DEFINITION

Curricular Practical Training (CPT) is defined as training that is “an integral part of an established curriculum.” This training is further defined as “an alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” 8 CFR 214.2 (f) (10) (i)

PROCEDURE

I. The student is responsible for:
   A. Completing Section A of Form I-538.
   B. Submitting original Form I-20 ID to the designated school official.
   C. Submitting documentation from the student’s academic advisor that CPT is required for program completion.
II. The designated school official is responsible for:

A. Verifying that the student is in a valid F-1 status, has met the 9-month requirement, and that the employment qualifies for CPT.

B. Completing section B of Form I-538. Send the original to the I.N.S. Data Processing Center and keep a copy in the student’s file.

C. Recording the following notation on the student employment section on the back of the student’s I-20ID, and sign and date the endorsement.

“full or part-time curricular practical training authorized for employer at location from date to date.”

NOTE: TCL students who engage in a full 12 months of full-time CPT become ineligible for optional practical training (OPT).