



International Student Services
(803)754-4100, extension 3236
Student Center, Student Life Office

Curricular Practical Training Fact Sheet

Curricular Practical Training (CPT) is employment which is an integral part of an established curriculum. CPT is available to F-1 students who have been lawfully enrolled on a full time basis for at least nine consecutive months.

There are two categories of CPT:

1. **Required part of the degree program.** If the academic program requires employment in the field of study to graduate, the student may participate in CPT as long as he/she meets the other requirements of lawful status. If the employment is required, CPT need not be credit bearing.
2. **Optional part of the degree program.** Credit-bearing training opportunities that are an important part of the program of study may be used for CPT.

Student Eligibility:

- Have maintained legal F-1 status for at least 9 consecutive months (exception: if the graduate program requires training before completion of one academic year, consult the ISA office)
- Be enrolled in a course that carries academic credit (if not a requirement of the degree program)
- Hold a job/training offer related to your major area of study (CPT is contingent on a solid offer)

Application Process:

1. Obtain a CIU CPT Application Form.
2. Obtain an offer letter (see CPT Guide to Employer)
3. Obtain appropriate academic advisor signature, course instructor information, and course description, as required by the CIU CPT Application Form.
4. Schedule an appointment with the International Student Advisor at least 3 weeks prior to your CPT start date.
5. Do not begin training until you receive the new I-20 listing the CPT start and end dates, employer name and address. Note: EAD from immigration is not required.

CPT Hours & Limitations:

- CPT is approved for a specific employer, place of employment, and time period. You may not change employers.
- Part time CPT is authorized up to 20 hours per week
- Full time CPT is authorized for 20 hours per week or more
- If you are authorized for 12 months or more full time CPT, you will not be eligible for OPT

