F-1 Curricular Practical Training

Curricular Practical Training (CPT) includes various kinds of off-campus work such as an internship, practicum or cooperative education program.

The training must meet one of the three following criteria:

1. It must be an integral part of the established curriculum for a student’s program as stated in the degree requirements listed in the University catalog. For example, an internship which is required of all students in a particular degree program.
2. It can be an optional course for academic credit. The student may only be employed during the time for which he/she is enrolled in the for-credit course.
3. It may be offered under a cooperative agreement between an employer and the University.

The CPT work authorization will be full time if the student is employed for more than 20 hours per week.

To Be Eligible: You must have been studying full time for at least one full academic year and in F1 status when applying.

You must not stop taking courses or reduce course load during the semester in order to engage in the training. An exception exists for students in the final semester who need less than a full course load to graduate.

You must have a job offer letter specifying the employer, location, time period and detailed description of the training. The training must end upon student’s graduation.

If you are authorized for 12 months or more of full-time CPT, you will lose eligibility for Optional Practical Training.

To Apply: Submit the following documents to the Office of International Services in Des Peres Hall, Room 102.

- A letter from your employer stating the nature, location, beginning and ending dates of your training.
- A letter from your academic advisor recommending CPT (see the enclosed sample)
- Properly completed Curricular Practical Training Request form (included in this packet)
- Copy of your I-20, passport page, and visa page
- Copy of your I-94 card, both sides, if you have a paper I-94. If you do not have a paper I-94, print the electronic I-94 from your most recent entry into the US (https://i94.cbp.dhs.gov/)

Upon evaluating the above documents, International Services will issue an I-20 with the CPT authorization. This endorsement will serve as your work authorization to be presented to your employer.

Note CPT must be an integral part of an established curriculum and directly related to your major field of study. It is not meant to be a convenient employment opportunity nor is it meant to be a device to save Optional Practical Training months.
Curricular Practical Training (CPT)
Application Request Form

Name: ____________________________________________________________

                                           Last/Family               First/Given

Banner ID#: ____________________

CPT Beginning Date: ____________________    Ending Date: _______________

Major Field of Study: ________________________________________________

Current Local Address: _______________________________________________

_________________________________________________________________

E-mail: _____________________________ Phone: __________________________
Curricular Practical Training Advisor’s Letter

This is only a sample. Please print your memo on appropriate department letterhead.
(This may also be sent via e-mail.)

To: Office of International Services
   Des Peres 102

From: Academic Advisor
   Academic Department

This is to recommend ____________________________ for Curricular Practical Training in the area
of ____________________________. ____________________________ is taking a full course of study
   ____________________________ toward the _______________________ degree in ____________________________.
   (Name)   (Course of Study)   (Name)   (Degree)   (Major)

The proposed training is (choose one) required/optional, (choose one) credit/non-credit and an integral part of
   the established curriculum.

One of the following choices must be included in the letter.

1. If the training is required, indicate that the training is required of all students in this degree program, along with
   the name of the faculty member supervising the training. Educational programs, such as nursing, law, engineering, social work and education, which routinely require their students to undertake internships or practicums, typically fall under this category of Curricular Practical Training.

2. If the CPT is optional, list the particular course or curricular track which will carry academic credit. Name the
   particular course as listed in the University course catalog and state how it will give the student the necessary
   practical experience the student needs to supplement his/her area of study. Include the beginning and ending dates
   and the name of the instructor who will supervise the training.

3. If it is an optional credit or non-credit internship which is offered under cooperative agreements between an
   employer and the university though a university cooperative education office, which is an integral part of the
   curriculum, state the nature of the cooperative agreements and the beginning and ending dates of such agreements.