

Illinois Institute of Technology

Institute of Design
350 N. LaSalle Street
Chicago, IL 60616
Phone: (312) 595-4906
Fax: (312) 595-4901

CURRICULAR PRACTICAL TRAINING – Design Internship [8 CFR 214.2 (F)(10)(I)]

5/06

I. DEFINITION

Curricular Practical Training: “An F-1 student may be authorized, by the DSO (Designated School Official), to participate in a Curricular Practical Training Program which is an integral part of an established curriculum. Curricular practical training is defined to be 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.”

II. ELIGIBILITY

- ◆ Student must have been a full-time student for a minimum of one academic year prior to beginning CPT.
- ◆ Transfer students may count any time spent as a full-time student at the previous school in the U.S.
- ◆ GPA requirements: 3.25.
- ◆ Allows for part-time CPT (20 hours or less) during the academic year, and full-time (above 20 hours) only in the summer term. **Exception:** PhD students may apply for full-time CPT during the academic year along with their coursework/research credit.
- ◆ Student must register for ID 595 each term they participate in CPT.

III. PROCEDURES TO APPLY FOR CPT

1. Obtain a written job offer from the company specifying job title, duties, beginning and ending dates, and number of hours per week. Secure signatures on the Employer’s Agreement form.
2. Obtain an approval from the Institute of Design by completing the Advisor's Recommendation for Curricular Practical Training form. This form must be signed by both the Associate Director for Academics and the Program Coordinator.
3. Register for the internship course ID 595 for the term for which you are seeking CPT authorization.
4. Meet with an advisor at the International Center to obtain CPT authorization. Bring to your appointment the documents mentioned above. It takes approximately 3 days for the International Center to process your CPT request. Your CPT authorization will appear on your new I-20 issued by the International Center. Once you have received the new I-20, then you may begin working as of the start date of the CPT authorization.

IV. ADDITIONAL INFORMATION

- **No Student May Begin Working Prior To Being Authorized for CPT by the International Center. Authorization can only be given for one semester at a time. Each subsequent semester, the student will need to be re-authorized, so that enrollment may be verified.**
- All work must be related to the student's major field of study as indicated on the student's I-20.
- The duration of full-time CPT should be less than 12 months over the entire period of study in the U.S. A student who has worked full-time for 12 months or more will forfeit eligibility for Optional Practical Training (OPT).
- Part-time employment does not count towards the 12-month limit. Part-time employment is 20 hours or less per week. Anything above 20 hours is considered full-time.
- Students must register for ID 595 each semester, prior to seeking an authorization from the International Center.
- If you change employers, all forms must be submitted to the International Center with new signatures.
- When renewing CPT with your existing employer, you must submit work term summary report to the Associate Director for Academics at the Institute of Design **before** you can be authorized for the next semester. Please follow the steps indicated under “Procedures to Apply for CPT.”

(over)

IV. ADDITIONAL INFORMATION (CONT'D)

- Contracting, consulting, starting your own business or teaching does **Not** meet the requirements to qualify as CPT. Only PhD students are permitted to teach.
- International students are exempt from paying Social Security and Medicare taxes for the first 5 years. They are required to pay all federal, state, and applicable local taxes.
- During the academic school year, students on CPT must maintain a full courseload (minimum of 9 credits).
Exception: PhD students who are in their final term of coursework or have completed all coursework.

Internat.Center
Approved _____
Date _____
Signature _____
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ADVISOR'S RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

5/05

I. TO BE COMPLETED BY THE STUDENT

Last Name _____ First Name _____
Student ID _____ Student SSN _____ Degree sought _____
Telephone _____ E-mail _____ SEVIS ID _____

II. TO BE COMPLETED BY THE ADVISOR

I confirm that the employment listed below is in the student's field of study, is appropriate given the student's degree level and will be taken for one of the following reasons:

- ◆ [] To assist in research which will be incorporated into final thesis/dissertation
- ◆ [] To supplement coursework. Mention course(s): _____
- ◆ [] To enhance current coursework with practical application.
- ◆ [] To fulfill program/course requirements. Mention course: _____

Name of Company: _____

Company Address: _____

Position: _____

From (m/d/y): _____ To (m/d/y): _____

Full-time (More than 20 hours per week): _____ Part-time (20 or fewer hrs, per week): _____ (indicate # of hours)

The anticipated date when the student will complete all degree requirements: _____ (mo/yr)

Name of Associate Director for Academics _____ Signature _____ Date _____

Name of Program Coordinator _____ Signature _____ Date _____

**ILLINOIS INSTITUTE OF TECHNOLOGY
INSTITUTE OF DESIGN
CURRICULAR PRACTICAL TRAINING/ INTERNSHIP PROGRAM**

EMPLOYER'S AGREEMENT

In order to establish a mutual understanding of the program, please read the following guidelines and sign below. By signing this agreement the employer agrees to abide by these policies:

1. Admission of students to the Curricular Practical Training Internship Program is the responsibility of the Institute of Design of the Illinois Institute of Technology. The employer hiring a student within this program agrees to inform the Institute of Design of any changes to the student's terms of employment.
2. The student shall work under this established schedule:
 Full-Time: Students work full-time for the summer only. (Exception: PhD Students)

 Part-Time: Students work for a maximum of 20 or less hours per week during the school term.
3. The work assigned to students must be relevant to the degree programs in which they are enrolled and appropriate given their level of study.
4. Students may begin employment only after they have been authorized for CPT by the Institute of Design and IIT's International Center. This authorization can be verified on page 3 of the student's I-20.
5. CPT authorization is valid for only one semester at a time. Extensions for any subsequent terms must be approved in advance by the Institute of Design and International Center. A written job offer is required, and an evaluation of the previous work term must be submitted to the Associate Director for Academic before a CPT extension will be granted.
6. An evaluation of student's performance needs to be submitted by the employer to the Associate Director for Academics at the completion of each semester. The Institute of Design will provide the evaluation form to the employer and the student. Employers should discuss with the student the evaluation of their performance.
7. The Institute of Design reserves the right to contact the employer to discuss the student's performance and progress.
8. It is the intention of the Institute of Design of IIT to act in accordance with all regulations of federal, state, and local governments in respect to providing equal opportunity in employment and education, insofar as those regulations pertain to IIT. IIT prohibits and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation. The Institute of Design services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

Company Name (please print)

City and State (please print)

Name of Company Representative (please print)

Signature of Company Representative

Telephone

Date

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INSTITUTE OF DESIGN
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CURRICULAR PRACTICAL TRAINING - INTERNSHIP

**WORK TERM SUMMARY REPORT
For the period of _____**

_____ Student's Name		
_____ Job Title	_____ Graduate Program	_____ Concentration, if any
_____ Company Name	_____ Division or Group, if any	
_____ Street address where work is performed	_____ City	_____ State
_____ Supervisor's Name	_____ Supervisor's Title	_____ Supervisor's Phone
_____ Institute of Design Associate Director for Academics	_____ Phone	

**Please complete the attached page, sign, and submit to the Institute of Design,
Associate Director for Academics. This form must be submitted
before the student will be given an extension of CPT (Internship) permission.**

PART 1 – STUDENT’S GENERAL AREA OF RESPONSIBILITY DURING THE WORK TERM

PART 2 –DESCRIPTION OF JOBS OR PROJECTS ON WHICH STUDENT SPENT THE MOST TIME DURING THE WORK TERM

PART 3- STUDENT’S APPRAISAL OF THE RELATIONSHIP OF WORK DUTIES TO HIS/HER COURSE OF STUDY

PART 4 – EMPLOYER’S APPRAISAL OF THE EFFECTIVENESS OF THE STUDENT’S JOB PERFORMANCE

Has this report been discussed with the student? ___Yes ___No

Supervisor’s Signature Date Student’s Signature Date