

Illinois Institute of Technology

Chicago-Kent College of Law
565 West Adams Street
Chicago, IL 60661
Tel 312-906-5000
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CURRICULAR PRACTICAL TRAINING – JD Internship [8 CFR 214.2 (F)(10)(I)]

4/11

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.
- ◆ Allows for part-time CPT (20 hours or less) during the academic year, and full-time (above 20 hours) only in the summer term.
- ◆ Be in good academic standing, as determined by Chicago Kent College of Law.

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.
2. Obtain an approval from the Chicago-Kent College of Law by completing the Advisor's Recommendation for Curricular Practical Training form.
 - Assistant Dean for International and Policy Law, Edward Harris.
 - Assistant Dean for Academic Administration, Steve Sowle.
 - Upon meeting with Steve Sowle, you will be registered for LAW CPT.
3. 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 academic term 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 LAW CPT, prior to seeking an authorization from the International Center.
- Work authorization and CPT registration must coincide with the registration deadlines each term.
- If you change employers, all forms must be submitted to the International Center with new signatures.
- 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 12 credits).

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Chicago-Kent College of Law 565 West Adams Street Chicago, IL 60661 Tel 312-906-5000 Fax 312-906-5280	<h2 style="margin: 0;">ADVISORS' RECOMMENDATION</h2> <h3 style="margin: 0;">FOR CURRICULAR PRACTICAL TRAINING</h3> <p style="text-align: right; margin: 0;">4/07</p>
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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 ADVISORS

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 the following reason:

- ◆ To enhance current coursework with practical application.

Name of Company: _____

Company Address: _____

Position Title: _____

From (mm/dd/yy): _____ To (mm/dd/yy): _____

Check one of the following:

Summer Internship: Full-time (More than 20 hours per week)

or

Semester Internship: Part-time (20 or fewer hrs, per week): _____ (indicate # of hours)

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

Assistant Dean _____ Signature _____ Date _____
 (Edward Harris)

This student has been registered for LAW Curricular Practical Training (CPT).

Assistant Dean _____ Signature _____ Date _____
 (Steve Sowle)