

Illinois Institute of Technology

International Center
3300 S. Federal Street
Main Building, Room 405
Chicago, IL 60616
Phone: (312) 567-3680
Fax: (312) 567-3687

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

11//08

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. Please confirm eligibility with the International Student Advisor.
- ◆ GPA requirements: undergraduates – 2.25 minimum, graduates - 3.0 minimum.
- ◆ Students who are already working on campus may not be eligible for CPT. Certain restrictions apply. (See next page)

III. PROCEDURES TO APPLY FOR CPT

Because of the curricular requirement of CPT work authorization, you must register for either 1) **Co-op** or 2) **Internship** credit.

- 1) For Students who will register for a **Co-op** (multiple work term commitment) or an **Internship** (one term only commitment) through the Career Management Center (CMC):
 - Register with the Career Management Center (CMC) (i.e., get your E-recruiting account) and upload your resume.
 - Co-op and internship students must attend a mandatory workshop at the CMC. The co-op workshop schedule is available at <http://www.cmc.iit.edu/students/workshopSchedule.asp>.
 - Complete the Co-op/ internship paperwork for the CMC
 - Co-op paperwork available at <http://www.cmc.iit.edu/students/cooperativeEducation/CoopForms.asp>;
 - Internship Paperwork at: <http://www.cmc.iit.edu/students/internshipForms.asp>.
 - Schedule an appointment to meet with a CMC advisor, and submit original, signed forms for approval.
 - Register for non-academic Co-op/Summer Internship credits **before** coming to the International Center to obtain the CPT work authorization. Co-op fee is \$200 per term. Internship fee is \$100 per term. Also, please register in advance for any academic courses that you will take along with co-op/ internship.
 - Meet with an advisor and turn in “Advisor’s Recommendation for Curricular Practical Training” form to the International Center in order to obtain CPT work authorization. You may meet with an advisor by [appointment](#) or [during walk-ins](#).

Download "Advisor's Recommendation for Curricular Practical Training"

<http://www.cmc.iit.edu/downloadCenter/students/Advisor%20Review%20&%20CPT%20Eligibility.pdf>

It takes approximately 8 business days for the International Center to process your CPT application. The International Center will notify US CIS of your CPT authorization.

- ❑ You must **obtain your new I-20** from the International Center and provide a copy of your I-20 to your employer, **before you begin working**. CPT will be listed on page 3 of your new I-20. You can either pick up your I-20 from the IC or request that your I-20 be mailed to you. To request mailing, submit our Credit Card Payment Form. You will receive an e-mail from the International Center when your I-20 is ready.

Note: You will need to complete a Work Term Evaluation of your Co-op/ Internship and provide this to the CMC before you can be authorized for your next term of CPT.

2) Psychology students or Direct CPT:

- ❑ Register for the academic “internship” course offered in your department (this course carries a tuition charge) for the academic term for which you are seeking CPT authorization (summer – optional registration).
- ❑ Schedule an appointment at the International Center to obtain the CPT work authorization. You do not need to obtain approval from the CMC. Turn in the Advisor’s Recommendation for Curricular Practical Training” form for Direct CPT. You must meet with the International Center to obtain CPT work authorization **before** you begin your internship. Download the application:
http://www.iit.edu/~internat/forms/Advisers_Rec_for_CPT.pdf

IV. ADDITIONAL INFORMATION

- No student may begin working prior to being authorized by the International Center. Authorization can only be given for one semester/quarter at a time. Each subsequent semester/quarter, the student will need to be re-authorized, so that Co-op or internship 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.
- CPT can be taken on a full-time basis through 1) a co-op, 2) summer internship or 3) Psychology internship.
- The internship program offered by the CMC can only be used part-time during the academic year but can be used full-time or part-time during the Summer.
- 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 on full-time CPT are not also eligible for on-campus employment during the academic year.
- Students on part-time CPT may be eligible for on-campus employment as long as both forms of employment combined do not exceed 20/h/w during the academic year.
- Students must register for the co-op class or the internship class during each semester/quarter.
- If authorized for full-time CPT, students can take part-time classes. If authorized for part-time **CO-OP**, students must take additional credits to maintain full time enrollment: 4.5 credits if a graduate student or 6 credits if an undergraduate student. If authorized for Part-time **INTERNSHIP**, students must take a full academic course load: 9 credits/graduate, 12 credits/undergraduate student
- **Online/Distance Learning Courses:** If you are registered for a full-time co-op, you are permitted to take more than one online/distance learning course. If you are registered for a part-time co-op, only one online/distance learning course can be counted toward your full course of study.
- If you change employers, all forms must be submitted to the International Center with new signatures. When renewing CPT with your existing employer (co-op only), please submit this online through the CMC website.
- If you are registered for less than a full course load of academic credits, you are no longer eligible for the CTA U-PASS.
- Independent contracting, independent consulting, starting your own business or teaching does **not** meet the requirements to qualify as CPT. **Exception:** PhD students are allowed to teach and students in the math and science education program are allowed 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.