

# Illinois Institute of Technology

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

11/2010

### **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.” Curricular Practical Training must be directly related to a student's major field of study.

### **II. ELIGIBILITY**

- ◆ Job must be directly related to a student's major field of study
- ◆ 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 \$250 per term. Internship fee is \$150 per term. Also, please register in advance for any academic courses that you will take along with co-op/ internship.
  - Turn in "Advisor's Recommendation for Curricular Practical Training" to the International Center in order to obtain CPT work authorization. Download "Advisor's Recommendation for Curricular Practical Training" at <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.**

- You will receive an e-mail from the International Center when your I-20 is ready. You must collect 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, authorize someone else to pick up your I-20 by e-mailing [icenter@iit.edu](mailto:icenter@iit.edu) the first and last name of the person and that you expressly authorize that person to pick up your I-20, or request that your I-20 be mailed to you by completing our Credit Card form found on our website at [www.ic.iit.edu](http://www.ic.iit.edu).

*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" for Direct CPT. You must meet with the International Center to obtain CPT work authorization **before** you begin your internship. Download the application at [http://www.iit.edu/~internat/forms/Advisers\\_Rec\\_for\\_CPT.pdf](http://www.iit.edu/~internat/forms/Advisers_Rec_for_CPT.pdf)

## V. IMPORTANT INFORMATION

- All work must be related to the student's **major field of study** as indicated on the student's I-20.
- **No student may begin working prior to being authorized by the International Center. Working without authorization will result in the loss of F-1 immigration status.** 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.
- 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 and 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 on full-time CPT 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 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 hours/week 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 for graduate students or 6 credits for undergraduate students. If authorized for part-time **INTERNSHIP**, students must take a full academic rouse load: 9 credits for graduate students, 12 credits for undergraduate students.
- **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 in F-1 status 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.