

Illinois Institute of Technology

Chicago-Kent College of Law
565 West Adams Street
Chicago, IL 60661
Phone: (312) 906-5000
Fax: (312) 906-5280

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

9/2016

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. Submit the documents mentioned above to the International Center to obtain CPT authorization. It takes approximately 8 business 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. You will receive an e-mail from the International Center when your I-20 is ready. 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 USA 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 course load (minimum of 12 credits).

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ADVISORS' RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

9/2016

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 on of the following : (More than 20 hrs/wk)
(20 or fewer hrs/wk): _____ (indicate # of hours)

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

Assistant Dean: _____ Signature: _____ Date: _____
(Edward Harris)

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

Assistant Dean: _____ Signature: _____ Date: _____
(Steve Sowle)