

Introduction:

- After being enrolled in classes full time for one academic year at any SEVIS approved higher education institution, you may begin Curricular Practical Training (CPT).
- You must be enrolled full time in Fall and Spring, so you can not “take a semester off” to do an internship. {You may, however, keep a 20 hour per week part time internship throughout the semester IF you are enrolled full time and are coming back to campus for classes – remember that you may only take 3 hours of on-line classes of the minimum level of 12 credit hours per semester (for undergraduates) or 9 credit hours per semester (for graduates) . You should visit with Ashley Henggeler if you think this is a possibility.}
- You are allowed up to 364 days of full time CPT authorization. If you exceed this, you will eliminate your eligibility for OPT.
- Each period of CPT must receive specific authorization. I.e. your authorization for an internship this summer will not work next summer even if it is the same job at the same location. You will need to enroll in a new internship for each period of employment.

Steps to receive CPT authorization

1. Find an internship opportunity.
2. Apply for it.
3. After position is offered, request a [job offer letter](#) from the employer that states:
 - a. Place of employment
 - b. Hours per week of work
 - c. Duration of employment
 - d. Nature of employment
 - e. Wage rate
4. Make an appointment with your faculty advisor and enroll in an internship credit bearing class.
5. Obtain a faculty member or [academic advisor letter](#) stating you are performing this internship to fulfill the requirements for this class.
6. Make an appointment to see the DSO (Ashley Henggeler).
 - a. Call 562-1367 to make appointment or drop by IIC to make one.
7. Bring both letters to the IIC to request CPT I-20.
8. Wait one complete business day and return to pick up the document.
9. Sign the original I-20 and request that a copy be placed in your file held at the IIC.
10. Present the CPT authorized I-20 to your employer to complete the required forms for hire.