Curricular Practical Training

Application Information and Instructions

As an F-1 student at ENC, if you have the opportunity for practical training in your field of study before you graduate, such as an internship or practicum, then you may be eligible for a type of authorization called Curricular Practical Training (CPT).

CPT authorization must be an integral part of your curriculum and must fulfill a requirement for a course in which you are registered, such as a practicum or internship credit. In order to be authorized you must be enrolled in a corresponding course during the period of time that you will work.

Before beginning CPT, you must receive authorization from the DSO before you begin. Working without proper authorization is a violation of your legal status that will require the termination of your Student and Exchange Information System (SEVIS) record.

CPT Eligibility Requirements:

To be eligible for CPT you must meet the following requirements:

1. You are a full-time student for at least one full academic year. **Exception:** Graduate students in F-1 status are exempt from the one full academic year requirement only if their graduate program requires immediate participation in an internship.
2. You must have F-1 status.
3. You must have an offer letter outlining the training opportunity in your major field of study.
4. You have registered for an appropriate course that covers the duration of the training you seek. The course you are required to register for depends on what CPT option you pursue.

Work that qualifies for CPT must meet one the following criteria:

- Fulfills a required internship or practicum in your academic program and is published in the ENC catalog. Registration in an internship or practicum course is required.
- The internship is required by a specific course for credit that is an option of the students’ academic program and is listed in the ENC course catalog. (Elective credits that do not fulfill a requirement of the academic program do not qualify for CPT.)

How to Apply for CPT:

To apply for CPT authorization, you must complete the following steps:

1. **Contact your Faculty Advisor**
   - In order to be granted work authorization, your advisor must certify that you will register in an appropriate course or internship credit(s). Speak with your advisor to determine your options for a CPT-appropriate course. If your advisor has questions, please have him or her contact the DSO for assistance.
2. **Get an Offer Letter**
   - You must provide the DSO with an offer letter from your prospective employer. This letter should be on company letterhead. Please share a copy of the offer letter with your Faculty advisor. Please circle the following before submitting:
     - Specific start date with the phrase "or date of authorization"
     - For example: "The candidate will begin the training opportunity on October 1, 2016, or date of authorization, whichever is later."
     - Specific end date
     - The number of hours you will train per week. It will not be sufficient for the letter to state "part time" or "full time." The number of hours per week must be provided.
     - The physical location (street address, city, state, and ZIP code) where the training will be conducted. **P.O. boxes are not accepted for this requirement.**
A description, as detailed as possible, of the duties entailed in your training

3. **Register for the Appropriate Course**
   - Students must register for a CPT-appropriate course for each semester or summer session for which they seek authorization. CPT authorization cannot be based upon "incompletes" or other registrations from previous semesters.

   If you seek work authorization for the summer, you must be enrolled in a CPT-appropriate course.

4. **Submit Application to the DSO:**
   - Your completed application for CPT must be submitted to the DSO at least two weeks before the employment is expected to begin. Please apply early.

CPT authorization is granted on a semester-by-semester basis only. If you wish to continue your training beyond the semester for which you’ve been authorized, you need to submit a CPT extension and register in the appropriate course for the option that you choose. It’s best to do this as soon as you register for the next semester so that we will have the time to process your application.

**WHAT ARE THE RULES I MUST FOLLOW TO STAY LEGALLY EMPLOYED?**

You need to comply with the following policies while on CPT:

- You may not use incompletes or deferred grades from a previous semester for CPT authorization.
- You may not use CPT for a specific independent study course for more than two terms. Further independent study work must have a different course number and different academic requirements.
- You must enroll in each semester during which you are pursuing CPT.

Withdrawing from classes or dropping credits that are tied to CPT authorization immediately cancels the CPT authorization. *Training done without this authorization is illegal and a violation of status that will result in termination of your SEVIS record.*

If you are authorized for part-time CPT, you may train no more than 20 hours per week in all training opportunities. You must enroll as a full-time student for the duration of the CPT. For part-time CPT, remember that each training opportunity that is not at ENC will require its own CPT authorization.

If you are authorized for full-time CPT, you may train 21 or more hours per week. Your enrollment in CPT-qualified credits will be considered full time.

CPT authorization results in the issuance of a new I-20. This page will have a travel signature that will be valid for entry into the United States for one year, provided that you remain enrolled full time at ENC, your I-20 itself has not expired, and your major has not changed.