



Curricular Practical Training

INTERNATIONAL SERVICES 1351 WSC 801-422-2695 FAX: 801-422-0644

ELIGIBILITY:

As an F-1 student, you may apply for curricular practical training (CPT) when:

- The training is related to your program of study
- The training is temporary in nature
- The training is an integral part of your program of studies
- You have been lawfully enrolled on a full-time basis for at least one academic year (eight months)
- You are currently in status

REQUIREMENTS:

- **You must receive written authorization before you may begin your CPT.**
- You may only work up to 20 hours per week during fall and winter semesters. However, you may work more than 20 hours per week during your annual vacation period, whether or not you are taking classes.
- You must be enrolled in an internship class for academic credit throughout the duration of the training unless the internship is required for graduation.

AUTHORIZATION PROCEDURE:

1. Obtain a signed letter from your prospective employer on company letterhead that provides:
 - **Name of firm**
 - **Nature of training**, specifying that it is an internship, cooperative education, or practical training
 - **Type of position** as part-time (less than 20 hrs/wk) or full-time (more than 20 hrs/wk)—full-time employment is only allowed during vacation periods
 - **Beginning date of training that must be a future date** on or after the first day of the semester or term. The beginning date must also be after the day International Services receives the letter because **authorization may not be given retroactively**
 - **Ending date of training** that is before the first day of classes for the next semester/term unless you have been granted approval for multiple consecutive semesters
These dates become the official beginning and ending dates that will be listed on your Form I-20.
2. Review your employer letter with your department's internship coordinator (list is on the reverse side) and obtain a signed letter on department letterhead that provides:
 - **Certification** the proposed internship is related to your major program of study
 - **Name of firm** where you will be doing your internship
3. Enroll in the appropriate work study, practicum, field program, internship or cooperative education class; check with your academic advisor regarding the course you should register for. If the internship coordinator indicates in their letter that this internship is required for graduation, a non-credit internship is permitted.
4. Submit the following to International Services at least **five** days prior to the beginning date of the training:
 - Request for Approval of Curricular Practical Training—available at International Services
 - Current Form I-20
 - Letter from prospective employer
 - Letter from internship coordinator
 - Proof of enrollment in the related class
5. International Services will review your request; if it is approved, you must return to pick up your new authorizing Form I-20 before you may begin your training.

NOTE: If you receive one year or more of **full-time** curricular practical training, you become ineligible for any post-completion optional practical training.