

# Curricular Practical Training Application

## **Eligibility**

To be eligible for Curricular Practical Training (CPT), you must:

- ❖ Be an F-1 student
- ❖ Have completed an academic year (that is, a fall and a spring semester). If your degree program requires employment authorization before you have met the academic year requirement, please see an ISS counselor.
- ❖ Have been full-time every fall and spring semester at Purdue:
  - Undergraduates must complete 12 credit hours
  - Graduate students
    - without an assistantship, must complete 9 credit hours
    - with an assistantship, must complete 6 credit hours

## **Definition**

CPT is authorization to be employed in training off-campus *“which is an integral part of an established curriculum and is directly related to the student’s major area of study.”* You must be enrolled for a course that requires work experience. **IMPORTANT NOTE: All students must take and complete the course for which CPT employment authorization was granted.**

## **Examples**

Examples that meet the CPT definition include the undergraduate Co-op program, internships or practica offered through a department at Purdue. Please check with your academic advisor to see if your department offers any of these possibilities.

Another example of CPT would be a graduate student engaging in research that is part of a thesis or dissertation. The research should involve innovative technology available only at a particular corporation/research facility, or it should involve collecting data essential for completion of a thesis or dissertation.

## **Authorized by ISS**

ISS authorizes CPT after verification that a student meets the eligibility requirements for CPT, has a job offer, and has enrolled in a class requiring employment. ISS gives the authorization on the I-20 Employment page; no Employment Authorization Document from the U.S. Citizenship & Immigration Services is required.

## **Requesting Changes after CPT Authorized**

CPT is approved for a specific employer, place of employment and time period. You must request any changes two weeks before the new employer, place and/or time period may begin (completing new forms and obtaining new authorization).

## **Effect on Optional Practical Training (OPT)**

Please note that F-1 students with 12 months or more of full-time CPT are not eligible for Optional Practical Training (OPT).

## **Application Procedures**

You will need to complete the CPT online workshop listed below. All of the CPT forms are available online and may be downloaded from the web.

At the end of the online workshop, you must sign up for a CPT follow-up session. During the CPT follow-up session you may turn in your completed paperwork and ask individual questions of the ISS immigration counselor. Please allow 5 working days for ISS to process your CPT paperwork. You will be given a pick-up slip for your new CPT I-20 when you turn in the required documents during this session. You will need your new CPT I-20 in order to start employment.

Please refer to the following website for the online workshop: <http://www.iss.purdue.edu/ssl/cpt/>

