



## General Curricular Practical Training- CPT information

### Pre-conditions

- Student must have been lawfully enrolled on a full-time basis at Walsh University for nine (9) consecutive months before being eligible for Curricular Practical Training (CPT). Some exceptions exist for graduate students whose programs require immediate internships.
- Student must maintain a full course of study in F-1 status during the duration of the CPT. (Exception: If the CPT is full-time for the entire semester, the enrollment may be part time. It is your responsibility to check and understand how part time enrollment may affect your eligibility for scholarships, housing, athletics, insurance, etc.)
- Students must have course requirements remaining to be eligible for CPT.

### Location

- Students may engage in CPT only for a specific employer, location and period approved and recorded by the Designated School Official (DSO) on Form I-20 ID.

### Duration

- The DSO in the International Student Services office may grant the student permission for a CPT if all criteria are met. These criteria will include meeting both USCIS and Walsh University regulations.
- CPT may be granted in increments of no more than one semester, or until expected date of employment completion, whichever is shorter.
- No cumulative maximum time is indicated by USCIS. However, CPT can only be approved before completion of the academic objective.
- Use of full-time CPT for one year or more eliminates eligibility for Optional Practical Training. Use of part-time CPT does not affect eligibility for Optional Practical Training (see below).

### Hours Per Week

- Can be approved for part-time (20 hours or less) or full-time (over 20 hours). For part-time CPT, the total for on-campus and off-campus employment must not exceed 20 hours per week.

### Field/level of work

- Must be an integral part of an established curriculum, in the student's course of study.
- The international student must take an internship or other related course under a faculty member's supervision for academic credit at Walsh University. Proof of this requirement is demonstrated with class registration with the instructing faculty identified.

### Offer of Employment

- Student must have an offer of employment from an employer offering work that qualifies as curricular practical training.
- The DSO in the International Student Services Office determines if the offer of employment is valid, with recommendation from the Division Chair.

### Approval Process

- Student must submit the following to the DSO:
  - Application form for CPT completed by the student.
  - A letter from the employer offering the Curricular Practical Training position. The letter must include the name of the business, address of the business, name of supervisor, telephone of supervisor, title of position being offered, beginning date and ending date. A job description detailing expected responsibilities must be included.
  - Curricular Practical Training Agreement signed by the employer and student. The Director of International Programs and Services will also sign this form upon approval and return a copy to the student and employer.
  - Division Chair Recommendation completed by the Division Chair.
- Once materials are submitted and approved, the DSO records authorization on the Form I-20 before work begins. The student must show the I-20 to the employer.
- To apply for an extension of the CPT, submit a new application to the DSO at least two weeks prior to your current CPT end date.