

Do I need CPT or OPT?

Compare at www.huntington.edu/students/international/cpt_opt.htm

DEFINITION: Alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full-time curricular practical training are ineligible for post-completion practical training -- part-time CPT has no effect on your eligibility for OPT. (from 8 CFR 214.2(f)(10)(i))

DSO is the designated school official that reports to SEVIS, the government reporting agency for international students.

STUDENT ELIGIBILITY

Students must be in **legal status**, which includes, but is not limited to:

- Having been in F-1 student status for at least one full academic year (exception: if the graduate program requires training before completion of one academic year, consult a Designated School Officer (DSO)).
- Be enrolled in a course that carries academic credit (if not a requirement of the degree program).
- Hold a job/training offer related to your area of study
 - **CPT** is contingent upon a solid offer from an employer (need a **letter** from employer)
- Possessing a valid passport
- Being registered as a full-time student each fall and spring semester (excluding summers)

APPLICATION PROCESS

- Obtain a CPT application form.
- Obtain an offer letter (**letter** from an employer.)
- Obtain appropriate academic advisor signature, course instructor information, and course description, as required by the CPT application form.
- Submit CPT application documents to the DSO in student development at least two weeks prior to your CPT start date.
- Allow one to two weeks to review and issue new I-20 for CPT authorization.
- Do not begin training until you receive the new I-20 for CPT authorization from the DSO.
- The DSO will review the CPT application materials, if CPT eligibility is established, a new I-20 listing the start and end dates of employment and the employer name and address. Note: an Employment Authorization Document (EAD) from Immigration is not required.

In order to apply for curricular practical training (CPT), you must be able to respond, "Yes," to the following questions:

- Is your I-20 current?
- Does it reflect your current field of study and educational level?
- Do you have a valid, unexpired passport?
- Have you been a full-time student for one full academic year?
- Have you been full-time as an F-1 student every semester you attended HU? Note: For undergraduate students, you need to complete 12-credit hours. For graduate students, you need to complete 6-credit hours to be considered full-time.

CHANGES TO CPT:

CPT is approved for a specific employer, place of employment, and time period. You may not change employers or extend training without prior consultation with the DSO in student development. You must request all changes to your CPT program at least two weeks in advance. You must complete new CPT application forms in order to obtain new authorization from the DSO. You are not permitted to work beyond your previously approved CPT dates, until you receive a new I-20 authorizing new or extended CPT dates.

CPT HOURS & LIMITATIONS

- Part-time CPT is authorized for up to 20 hours per week
- Full-time CPT is authorization for 20 hours per week or more (anything beyond 20 hours per week is permissible). **Note:** If you are authorized for 12 months or more of **full-time** aggregate CPT, you will not be eligible for Optional Practical Training.
- CPT is authorized to correspond with Huntington University's academic calendar

CPT APPLICATION FORM
Curricular Practical Training



STUDENT INFORMATION

Student ID# _____

Last Name First Name M.I.

Academic Degree Level

Academic Course Title

Academic Department

Date expected to complete all requirements for graduation

Course Number Number of Course Credits

Employer/Company Name

CPT start date CPT end date

Employer/Company Street Address

Hours (full-time) Hours (part-time)

State Zip Code Telephone Number

TO THE ACADEMIC ADVISOR

To be completed and signed by the Academic Advisor or Department Head (Questions? See [Advisors at www.huntington.edu/international](http://www.huntington.edu/international)).

Describe training's academic course relevance, attach additional page if more space is needed _____

Below are criteria on which CPT eligibility is determined. Please complete as applicable:

- | | | |
|--|-----------|----------|
| 1. Attach a course description or syllabus (including course objectives) | yes _____ | no _____ |
| 2. Course listed above is an integral part of student's established curriculum | yes _____ | no _____ |
| 3. The student will receive course credit for the training program | yes _____ | no _____ |
| 4. Training program is listed in the school's course catalog | yes _____ | no _____ |
| 5. Training outcomes/course objectives will be supervised by a faculty member | yes _____ | no _____ |

I certify the above is correct, that I reviewed the training offer, and that the training is directly related to the major area of study.

Student Signature: _____ **Date:** _____

Advisor or Professor's Signature: _____ **Date:** _____

Advisor or Professor's Name and Title: _____

Approved and I-20 paperwork complete _____ date _____

Student Development DSO

date

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