



Policies & Procedures for Curricular Practical Training (CPT) Requests

Definition

- Curricular Practical Training (CPT) is a temporary employment authorization that is “an integral part of an established curriculum” and is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum.” 8 DFR 214.2(f)(10)(i)

Eligibility

- Students who have maintained lawful F-1 status and have a current active SEVIS record (enrolled full-time).
- Courses eligible for CPT must meet the following requirements:
 - Be required to complete the program of study and
 - Require the completion of a field education/internship experience
 - NOTE: Doctor of Ministry - As a professional practice doctorate, the DMin program requires students to be engaged in a ministry setting throughout the program. Therefore, F-1 students in the DMin program should apply for CPT for each year of the program.

Amount

- Part-time CPT is defined as working 1-20 hours per week. Full-time CPT is defined as 21-40 hours per week.
- CPT may be authorized for part-time or full-time during any term or academic year in which the student is engaged in one of the CPT approved courses or programs.
- **NOTE: Accumulating 12 months or more of full-time CPT will eliminate eligibility for post-completion OPT. (Part-time CPT does not affect OPT eligibility.) Students are responsible for tracking their own full-time CPT accumulation.**

Compensation

- CPT can be paid or unpaid. (Volunteer service could still require employment authorization depending on the responsibilities.)

Length

- For Diploma and Master’s students, CPT will be authorized only for the dates in which the approved CPT course is taken.
- For DMin students, CPT will be authorized only for the dates of the academic year.
- **NOTE: Students must re-apply for CPT if continuing to engage in CPT in the following term or year. It is the student’s responsibility to re-apply at the appropriate time.**

Job Offer

- You must have a job offer letter from a specific employer before CPT can be authorized.
- You may only work for the employer listed on your I-20.
- The letter must specify the dates of your employment.

Additional Information

- P/DSOs are obligated to report illegal employment and terminate the I-20 for reason of “Unauthorized Employment.”
- Eligibility for CPT will be determined by the P/DSO on an individual basis at the time of request. The P/DSO reserves the right to make exceptions or changes to the above policy, given student circumstances and/or in accordance to changes in CBTS policy or amendments to federal law or its interpretation.

CPT Application Process

- Carefully read the CBTS Policies and Procedures for Curricular Practical Training (this sheet) and CPT Request Form.
- Register for a course approved for CPT.
- Submit CPT Request Form and letter from requested employer to International Student Office. The letter must include the following and should be on official letterhead, if available:
 - Ministry Name and Address
 - Name and phone number of supervisor
 - Your job title and responsibilities
 - The number of hours you will work each week
 - Starting dates and end dates (must correspond to start and end dates of course or year)
- After CPT request is approved, P/DSO will mail you an updated I-20 which includes CPT information. Only after that may you begin to work.
- Notify International Student Office immediately of any changes to employment or address changes.