

Policies & Procedures for Curricular Practical Training (CPT) Requests

What is CPT?

- 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)

Am I eligible for CPT?

- Students who have maintained lawful F-1 status and have a current active SEVIS record (enrolled full-time).
- Students who are engaged in courses or programs eligible for CPT approval
 - Diploma in Theological Studies:
 - X-CL401, X-CL403
 - Master of Divinity
 - X-CL501, X-CL502, X-CL503
 - X-CL511
 - X-CL521
 - MP502
 - MP503, MP504
 - Master of Arts in Missional Church Studies
 - MCM509
 - Doctor of Ministry
 - This program requires students to be engaged in ministry for throughout the program. Therefore, F-1 students must apply for CPT for each year of the program. Placements will begin in the first term of the student’s enrollment through May. Students then need to reapply for the next academic year for a May through May placement.

How many hours can I work on CPT?

- 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.**

Is CPT paid?

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

How long does CPT last?

- For Diploma, MDiv, and MAMCS 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.**

Do I need a job offer to apply for CPT?

- Yes. You must have a 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 particular 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 (Diploma, MDiv, MAMCS students only).
- Submit CPT Request Form and letter from requested employer to International Student Office. The letter must be on official letterhead and include:
 - 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.