

Valparaiso University Office of International Programs
CURRICULAR PRACTICAL TRAINING (CPT)

F-1 students who wish to participate in an off-campus (or full-time on-campus) training program that is "an integral part of an established curriculum" must first obtain work authorization for CPT. The training must be directly related to the student's major field of study, and is defined as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school" (Federal Regulation 8CFR214.2(f)(10)). This cooperative agreement is formalized through an Internship/Practicum/Co-Op course in which the student enrolls.

Curricular Practical Training may be full-time or part-time:

- Employment for more than 20 hours per week is considered full-time. Students participating in full-time CPT are not required to enroll a full course of study. ***You must register for and complete an internship, practicum, or Co-op course during the semester you are on CPT.*** Contact your academic advisor for course details.
 - On-campus internships for more than 20 hours per week also require full-time CPT authorization.
 - Full-time CPT is usually reserved for summer internships; it will be authorized during the regular fall and spring semesters only under very specific scenarios.
- Employment for less than 20 hours per week is considered part-time. Students registered for part-time CPT during fall or spring semester must also be registered for a full course of study to maintain their F-1 status. ***You must register for and complete an internship, practicum, or Co-op course during the semester you are on CPT.*** Contact your academic advisor for course details.
- During the summer, students are not required to register for full-time credits, even if they only receive part-time CPT authorization.

Eligibility Requirements:

To be eligible to apply for CPT, you must:

- be in full-time student status for one full consecutive academic year (fall & spring semester);
- be in good F-1 visa status when applying;
- have been registered full time every semester (except for summer vacation);
- possess a valid, unexpired passport;
- possess an I-20 that is unexpired and reflect current information such as major and educational level.
 - Please note that if your I-20 is not current, you will need request an updated I-20, providing proof of the changes, before we can process the CPT authorization. This will delay the processing time of your CPT application.

How to apply for CPT authorization

1. Talk to your academic advisor. Make sure they will approve you to take an internship/practicum/co-op course.
2. Log on to [iValpo](#) (Full Client Services). Select the CPT form under the Practical Training tab.
3. Fill out the form, attaching the following documents
 - Most recent I-20 (with current information on your major, level of education, name etc);
 - Valid passport, visa, and I-94 card;
 - Job offer letter with the following:
 - job description
 - number of hours per week
 - specific beginning and ending dates of training
 - location (includes street address) of training
 - signed and on letterhead
4. You must also enter your academic advisor name and email address. Your advisor will decide whether or not to approve your CPT request
5. The OIP advisor will receive notification of both you and your academic advisor's submission, and will approve the request or request follow-up information. You will receive emails notifying you if your CPT I-20 is ready or if you must provide extra information.

Important information regarding CPT:

1. Student who completes 12 months of FULL-TIME CPT will NOT be eligible for Optional Practical Training (OPT); student who completes 12 months or more part-time CPT will still be eligible for OPT;
2. You will need your new CPT I-20 before starting employment;
3. You may not begin employment prior to obtaining CPT authorization from OIP;
4. You may not work prior to the date authorized, or beyond the dates authorized, as indicated on your new I-20.
5. You may only work for the employer indicated on your new I-20.
6. Remember to register for and complete the course related to your CPT. Failure to do so will make you out-of-status.

NOTE: You may not legally switch employers while on CPT, unless you receive approval from **BOTH** your academic advisor and from the OIP (along with a new I-20). The OIP advisor will not change your CPT employment information on your I-20 unless your academic advisor gives approval.