

## **CURRICULAR PRACTICAL TRAINING (CPT) INSTRUCTIONS AND APPLICATION**

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### **General Information:**

Curricular Practical Training (CPT) is temporary work authorization that allows F-1 students to gain practical experience that is an “integral part of an established curriculum” through practicums, internships or institutionally sponsored cooperative education (i.e. work done through the Department of Community Partnerships) that take place off-campus. CPT may be used full time or part-time.

**CPT is required for any F-1 student who will be engaged in any kind of off-campus work experience that is paid or unpaid. For more information on CPT, see below or visit the Global Engagement website and review our ‘Employment Options’ presentation.**

**12 months of full-time CPT will make a student ineligible to apply for OPT at the same level. For immigration purposes, Full Time CPT is 21 hours a week or more.**

### **Eligibility:**

- CPT is authorized only one semester at a time and cannot be granted retroactively.
- CPT can only be used *during* a student’s program of study.
- Student must have been in lawful F-1 status for one full academic year (nine months) preceding the CPT application.
  - *Exception:* Graduate students whose degree program requires immediate participation in a practicum/internship may apply at any time.
- CPT is limited to the location and dates indicated by an offer letter from the organization where the student will be working. The student must make a new request prior to any changes or modifications in the CPT activities.
- CPT may not be used in the first semester unless it is mandatory part of your degree program as published in Academic Catalog or your course syllabus.
- CPT is not considered to be for the primary purpose of employment; rather, it is for the purpose of enhancement of one’s academic program.
- Except for students whose department requires a non-credit bearing practicum/internship, CPT must be credit bearing. A non-credit bearing practicum/internship requirement must be listed in the Academic Catalog as required for degree completion in order to be eligible for CPT. Each semester when a student is engaged in CPT, the student must be enrolled in a practicum/internship course or connect CPT to a relevant class being taken in that semester.

If the student would like to continue to work beyond the authorized semester, the student must apply for an extension of CPT in advance. Such students should contact Global Engagement for more details.

### **Instructions:**

1. Review this form in its entirety. For questions, contact the Global Engagement Office before considering CPT.
2. Complete this application and have your academic advisor or Department Chair sign the application.
3. Obtain an employment letter (see sample below) from your employer. The sample below notes items that are required in order for CPT to be authorized.
4. Register for the corresponding Practicum/Internship course. CPT cannot be issued until you have registered for the corresponding course.
5. Submit all the following documents to Global Engagement Office **no later than 2 weeks** prior to your start date:
  - a. Completed application with department signature
  - b. Registration in corresponding CPT course for your academic program
  - c. Employment offer letter that includes all the required information

If your application is approved, Global Engagement office will email you to let you know that a new I-20 is ready. The new I-20 lists your CPT authorization.

6. Make a copy of your CPT I-20 and always keep in a safe place. You will need it in the future for other applications, including Optional Practical Training (OPT).
7. Provide your employer with a copy of your CPT I-20 for employment verification and future audit.

**You cannot begin employment until you have been granted work permission on your I-20 for CPT**  
**You are out of status if you work without an authorization and your status won’t be reinstated**

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**Employment Letter Sample: SAMPLE – on Company Letterhead**

(Company Name)  
(Street Address)  
(City) (State) (Zip Code)  
(Telephone Number)

(Date)

(Student Name)  
(Student Address)  
(City) (State) (Zip Code)

Dear (Student Name)

:

This is to confirm that our (Company Name) is offering you internship employment as a (Job Title) starting (Month) (Day), (Year) and ending (Month) (Day), (Year). This employment will serve as "curricular practical training" as part of your academic program at The Chicago School. The goals and objectives of your training with us will be: (List goals and objectives). The location of your training program will be (Company address). Your training supervisor will (Name), (Title). Contact information is as follows:

(Street Address)  
(City) (State) (Zip Code)  
(Telephone Number) (Fax Number)  
(Email address)

You will be expected to work (XX) hours each week for a salary of (\$\$\$\$). You (will/will not) be provided with access to company benefits.

Sincerely,

(Company Official Name)  
(Company Official Title)

## CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION AND FORM

SUBMIT COMPLETED FORM TO:

 Global Engagement- [international@thechicagoschool.edu](mailto:international@thechicagoschool.edu)
**DIRECTIONS:** Submit this completed form, along with employment offer letter. All students must have registered for the corresponding CPT course.

<b>Biographical Information</b>							
<b>Last Name:</b>		<b>First Name:</b>					
<b>TCS Email:</b>		<b>Phone Number:</b>					
<b>Degree Program Status</b>							
<b>Program:</b>		<b>Degree Level:</b>	<b>Campus:</b>				
I will complete my degree ( <i>month/year</i> ):							
<b>Employment History</b>							
Are you currently employed on campus?		<input type="checkbox"/> Yes <input type="checkbox"/> No		No. of hrs/week:			
<b>Proposed Curricular Practical Training</b>							
<b>Exact location for CPT must be specified</b>	<b>Name of supervisor:</b>						
	<b>Name of employer:</b>						
	<b>Employer address:</b>						
	<b>City:</b>		<b>State:</b>		<b>Zip:</b>		
	<b>Telephone:</b>		<b>Fax:</b>				
	<b>Email:</b>						
<b>Practicum/Internship job title:</b>							
<b>Start Date:</b>		<b>End date:</b>		<b>No. of Hours/Week:</b>			
<b>How is the Curricular Practical Training related to your program of study?</b>							
<b>Name and Number of course taken for CPT credit:</b>							
<b>Semester enrolled in above course:</b>		<input type="checkbox"/> Fall		<input type="checkbox"/> Spring		<input type="checkbox"/> Summer Year:	
<b>This CPT (check one):</b>	<input type="checkbox"/> Is a required or						
	<input type="checkbox"/> optional internship/practicum in the student's program and Student Catalog & Handbook						
	<input type="checkbox"/> Fulfills the requirements for a regular course or elective in the student's academic program						
	<input type="checkbox"/> Contributes "materially and substantially" to the student's thesis/dissertation						

*I plan to be enrolled for the above course during the semester stated above and understand that withdrawal from the course voids the work permission. If my work permission is voided and I continue to work, I understand that will be out of status and my SEVIS record will be terminated. Additionally, I verify that I have read the CPT application instructions and understand the rules and regulations pertinent to CPT.*

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Academic Advisor:** I attest that the student's proposed CPT is an "integral part" of the student's academic program and recommend the above student for CPT authorization for the stated dates and location.

**ADVISOR NAME:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**ADVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Advisor: If you have questions or need further information, please contact Global Engagement Office..*

**FOR OFFICE USE ONLY: To Be Completed by Global Engagement Office.**

## **Application Checklist**

DATE RECEIVED: \_\_\_\_\_

- Student is in Valid F-1 Status (Registered Full-Time)
- Student has Valid Passport in CampusVue
- Student has been engaged in Full-Time Study for One Academic Year (Fall & Spring Terms) and/or internship/work is required of course
- CPT Course Enrollment in CampusVue
- Student has submitted complete and correct application signed by department
- Student has submitted complete and correct employment letter

**All Materials are present and complete.** \_\_\_\_\_ (date and sign)

## **Post-CPT I-20 Generation**

- \_\_\_\_\_ Notify via email I-20 is ready for pick up
- \_\_\_\_\_ Have Student Sign New I-20 (Pages 1 & 3)
- \_\_\_\_\_ Copy I-20 After Student Signs (Pages 1 & 3)
- \_\_\_\_\_ Give Student New I-20
- \_\_\_\_\_ Scan I-20 in Campus Vue under 'CPT I-20: EMPLOYMENT NAME'
- \_\_\_\_\_ Shred copy