CT STATE
COMMUNITY COLLEGE

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a temporary off-campus work/internship authorization for current full-time F1 students who need to gain practical experience in their field of study before completion of their program. The internship position must be an integral or required part of the student's curriculum. F1 students must obtain a CPT authorization (CPT I-20) from their DSO prior to working off-campus.

CPT Eligibility

To be eligible for CPT, an F1 student must:

- Have a valid F1 immigration status at CT State and be enrolled as a full-time student at CT State.
- Have completed one full academic year as a full-time student prior to CPT request. (Time spent in valid F1 status before starting at CT State can be counted towards this requirement if the same SEVIS number remains. However, time spent studying ESL at a SEVP-certified school does not count towards the one-year requirement).
- Be making expected progress in their academic program and be in good academic standing.
- Have a job offer/placement that is integral to the student's established curriculum at the time of applying for a CPT.
- Be concurrently enrolled in an internship course (CO-OP, Internship, etc.).

How to Apply for CPT

1. Submit the following documents to your DSO *no later than 2 weeks before the anticipated start of your CPT.*

    - Proof of enrollment in the appropriate internship course for your major (i.e. BUSN 2195, Internship 2095, etc.).
    - CPT Request Form completed by you and your program advisor.

2. The DSO will review the CPT documents.
3. The DSO will email the new I-20 with the CPT authorization to your college email.
4. Once you receive the CPT I-20, you may begin working within the CPT authorization dates on the I-20.

CPT Authorization Policies

- 12 months of full-time CPT will cancel the student's OPT eligibility. Part-time CPT will not impact OPT eligibility.
- F1 students may not begin working off campus until they receive the CPT authorization (CPT I-20) from the DSO. Working before receiving proper work authorization is a violation of the F1 status.
- It is the student's responsibility to consider the processing timeline and file in a timely manner.
- CPT authorization cannot be backdated.

- CPT is authorized for a specific employer. Students cannot change jobs to another employer while on CPT. If you wish to engage in CPT with a different employer, an entirely new CPT application must be submitted.
- Students are required to complete their internship course to remain legally employed while on CPT.
- F1 I-20 program extensions will not be granted for the purpose of CPT.
- CPT requests are only approved on a semester basis.
    - The earliest CPT start date is generally the start date of the semester. However, you may choose a start date that is after the semester begins.
    - The latest CPT end date is generally the last day of the semester.
- Each semester requires a new CPT request form.
- CPT can be full-time (more than 20 hours per week) or part-time (less than 20 hours per week).