

Curricular Practical Training (CPT) Information

Curricular Practical Training is authorization for students on F-1 visas to engage in paid or unpaid off-campus internships, which are based on a credit-bearing course in the student's major program of study; hence, the word

"curricular". CPT is an optional benefit of the F-1 visa. **Students must receive CPT authorization and an updated I-20 indicating CPT authorization from ISS before beginning any off campus work/internship.**

General Eligibility Requirements for CPT

- The student must have been enrolled full time in F-1 status for at least one academic year.
- CPT must be in the student's major area of study.
- CPT is not available after completion of coursework.
- Engaging in CPT may not delay completion of coursework or graduation.
- **You must apply for CPT and register for an appropriate Internship credit course prior to the Add/Drop deadline each semester. If an internship is required for your major you may not need to register for an internship course.**

Full-time vs. Part-time CPT and Enrollment Requirements

Full time

- Employment for more than 20 hours per week is considered full-time CPT.
- Full-time enrollment is not required for students participating in full-time CPT; however, students must be enrolled in the corresponding field internship course. Full-time CPT is typically only pursued during the student's last semester and if the student has less than full time course load to complete in their program.
- Employment authorization will be issued only for the period concurrent with the internship course. **Students must reapply for CPT each semester and enroll in the corresponding internship course.**
- Student who engage in 12 months of full-time CPT will not be eligible for OPT.

Part time

- Employment for less than 20 hours per week is considered part-time CPT.
- Students engaging in part-time CPT must be enrolled in a full course of study (12 credits for undergraduate students and 9 credits for graduate students).
- Employment authorization will be issued only for the period concurrent with the internship course. **Students must reapply for CPT each semester and enroll in the corresponding internship course if required.**

How to Apply

Students must make an appointment with ISS and bring the following items:

- A copy of an approved CPT Internship Application
- A brief letter from the employer or internship host indicating their name and address, duties, work hours each week, and dates of employment/internship offered. Whether or not the internship is paid or unpaid should also be indicated.
- The Faculty/ Department Chair must also sign the CPT Application.

Curricular Practical Training (CPT) Application

This application is for international students with an F1 visa only.

Instructions:

1. Discuss internship plans with your supervising faculty, department chair and internship host.
2. Enroll in an internship/directed study/independent study credit-bearing course with faculty/chair approval.
3. Complete this form and submit it to ISS Prior to the Add/Drop Deadline each semester.
4. Payment of tuition for a valid internship course will be verified prior to approval.
5. Once approved, ISS will notate your I-20 with "Authorized for CPT Employment".

Please print clearly

Student Name: _____

Clayton State ID#: _____

Clayton State Email: _____

Student's Phone#: _____

Major: _____

Year (check one): Sophomore Junior Senior Graduate

Term for which you are applying for CPT (check one): Fall Spring Summer Year: _____

Internship Information:

Briefly describe the nature of the internship you are planning and how it relates to your major:

Address of Employment: _____

City: _____ State: _____ Zip / Postal Code: _____

Student: "I understand this internship is subject to F1 visa regulations and may also affect my GPA."

Student's Signature: _____ Date: _____

Faculty: "I am willing to supervise the student above for any/all coursework as required for the credit-bearing portion of this internship. By signing below, I recommend approval of this internship".

Faculty / Dept. Chair Signature: _____ Date: _____

FOR ISS USE ONLY BELOW THIS LINE

Date received: Approved Not Approved Initials