

CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION INSTRUCTIONS

Federal regulations issued by the U.S. Department of Homeland Security state that international students on F-1 visas may not work off-campus. **Curricular Practical Training (CPT)** enables F-1 students to gain authorization for off-campus work in internships or other work that is **REQUIRED** by the degree program or for a course. This permission is required for all internships, whether paid or unpaid.

- CPT usually does not affect OPT (Optional Practical Training) as long as the CPT issued does not reach 12 full-time months.
- Part-time (20 hours/week or less) CPT is never accumulated or deducted from OPT.
- Working six (6) months or less of full-time CPT will not affect the 12 months of available OPT time.

(Many SEU graduates take advantage of OPT to remain in the U.S. and work in their field for 12 months post-graduation. Application for OPT is a much more onerous procedure and should be started 90 days before the beginning of OPT.)

You may apply for CPT if you have been enrolled in your academic program for a **full academic year**, and you have remained in status as an F-1 student. (Graduate students are exempt from this requirement and may work CPT in the first term of their program.) Your degree program must require this off-campus employment, or you must register for a credit-earning course that requires employment for the course. In order to apply, follow the instructions below.

Step One:

Obtain a letter from your employer. The letter **MUST** be on company letterhead and include:

- The EXACT beginning and ending date of your employment
- Address of the location where you will be working
- Job title or description of the job
- Must contain the employer's signature

Step Two:

Have your Department Head or Advisor complete the CPT Application Advisor Form.

Step Three:

Submit both the letter and the form to the International Student Services & Enrollment office and receive a new and endorsed Form I-20 with the CPT information printed on it BEFORE your first day in the internship or other Curricular Practical Training.

Please consult the International Student Services & Enrollment Office at Southeastern University if you have any questions. (Contact Juliana Diaz - jdiaz@seu.edu.)