Curricular Practical Training (CPT)

Curricular Practical Training is an employment option available to F-1 students where the practical training employment is considered to be an integral part of the curriculum or academic program. According to the United States Citizenship and Immigration Services regulations, this employment may be an internship, cooperative education job, a practicum, or any other work/study experience that is either required for the degree (as defined in the course catalog) or for which academic credit is awarded. The employment must be offered by sponsoring employers through cooperative agreements with the school. [8 C.F.R. 214.2 (f) (10) (i)].

**CEAS Policy for Approval**

- Limited to student to complete work on a MS thesis, PhD dissertation or MEng project.
- Students must submit a proposal describing scope of work during CPT to a thesis/dissertation committee for approval. This proposal could be part of the required thesis/dissertation proposal.
- The proposal must clearly justify the essential need for CPT to complete the thesis, dissertation or project.
- The advisor must sign the Committee form.
- A separate approval form (CPT Approval Form) must be completed and submitted to the college graduate office for approval.
- Employer must sign-off on scope of work described in the proposal for the CPT.
- The student must register for at least 1 research credit hour per semester of CPT.
- The student’s thesis, dissertation or project advisor or graduate program director can cancel the training at any time due to insufficient progress in thesis/dissertation work.
- A section in the final thesis dissertation must be devoted to the role played by the CPT experience.

If approval is received, CPT will be for a time period of three months (or less). After the three months the student must meet with his/her committee and report on progress and reapply for CPT if necessary. A student can apply for one (1) additional CPT period of three months (or less). If a 2nd CPT is requested a complete application package must be submitted. You must indicate what was accomplished in the 1st CPT and what is expected to be accomplished during a 2nd CPT. A new proposal, forms, employer letter, timeline, etc., must be submitted. The maximum amount of CPT, for any CEAS student, will be for a total of six (6) months.

This form must be signed and submitted with CPT application, acknowledging agreement and abidance of CEAS CPT rules and policies listed.

_________________________  ______________________
Signature                     Date