



www.mountunion.edu

Curricular Practical Training

General

Curricular Practical Training (CPT) is an off campus co-operative education/internship offered by employers through cooperative agreement with The University. The purpose of CPT is to facilitate academic objectives. CPT must be an integral part of a student's established curriculum where the position is directly related to the student's major area of study. CPT may only be taken before completion of study.

The student must obtain employment authorization from the International Student Services (ISS) office to be engaged in CPT. CPT employment authorization will be given on a new I-20 issued upon approval of the CPT application. The conditions of CPT (the employer's name, part/full time, location, the CPT period) will be indicated on this form. You may not change employers during CPT.

CPT Eligibility Requirements

Applications for CPT will only be considered if the co-op/internship meets **one** of the following criteria:

1. The co-op/internship is **required** by your program to graduate. It can include internships, co-ops, or practicum. Employment experience that is required for all students in a degree program always meets the requirements for CPT, regardless of whether academic credit is received for the work.
2. If the co-op/internship is *not* required for graduation from your degree program, then the training must be listed in the school bulletin of course offerings, carry academic credit, and have an instructor assigned to the course.

Student Eligibility Requirements

- You have been enrolled in your program full-time for one academic year. **Exception:** *This requirement is waived for graduate students who must start CPT immediately due to their program requirements.*
- You are in good academic standing and are maintaining valid F-1 status.

Part-Time CPT

Employment for 20 hours or less per week is considered "part-time". You **must be enrolled full-time** for classes. **There is no limitation on the length of time you may participate in part-time CPT; this type of CPT does not affect student's eligibility for Optional Practical Training (OPT).**

Full-Time CPT

Employment for more than 20 hours a week is considered "full-time". In certain situations, you may still be required to enroll full-time (12 credits for undergraduate, 9 credits for graduate).

The Duration of CPT

There is no limitation on the length of time you can participate in CPT. **However, if you have one year or more of full-time CPT, you will not be eligible for the OPT.**

International Student Services

1972 Clark Ave. • Alliance, OH 44601 • (330) 823-2574 • Fax (330) 829-8737
iss@mountunion.edu



www.mountunion.edu

CURRICULAR PRACTICAL TRAINING APPLICATION

Instructions: The student completes Section I. The CPT Supervisor (this can be your Academic Advisor, Faculty Advisor, or Department Chair, etc.) completes Section II.

Section I. To be completed by the student:

Please submit this application **AND** a copy of the job/training offer letter from the employer typed on company letterhead, signed by the employer. Please submit these documents to the International Student Services (ISS) office at least one week before the beginning date of the CPT. If the CPT application is approved, the CPT employment authorization and conditions of this authorization will be indicated on a new I-20. This I-20 will be your employment authorization. You may start the CPT only upon receipt of the I-20 with employment authorization. Working off-campus without employment authorization is a violation of F-1 visa status. Authorization will be given on a semester basis only. Any additional semesters or time on CPT requires a new application.

Student's name _____ Major/Program _____

Student ID# _____ Student email _____

Date expected to complete all course requirements (graduation): _____

Employer Name _____ Employer Phone number _____

Employer Address _____

Employment Supervisor _____

Employment start date _____ Employment end date _____

Hours per week _____ Part-time Full-time

Note: Part-time means 20 hours per week or less. Employment for more than 20 hours per week is considered full-time.

Please list all previous periods of authorized practical training (if applicable):

CPT or OPT _____ Major/Level of the program _____

I understand that my practical training must be directly related to the major of my current program.

Student signature

Print

Date

International Student Services

1972 Clark Ave. • Alliance, OH 44601 • (330) 823-2574 • Fax (330) 829-8737
iss@mountunion.edu



www.mountunion.edu

Section II. To be completed by the CPT Supervisor at UMU

The student listed below wishes to apply for Curricular Practical Training (CPT). CPT is employment authorization that is an integral part of the student's established curriculum and is directly related to the student's major area of study. CPT is not meant to facilitate special employment opportunities for F-1 students. If the primary goal in the proposed work experience is not academic, CPT will not be authorized.

Student _____ ID # _____

1. Briefly describe how the employment is related to the student's curriculum _____

2. This co-op/internship/training is required for all students in order to graduate from their program of study.
 Yes No

If **NO**, the student must register for a course. Please provide the following information:

Course number: _____ Course title: _____

Number of credits student will receive: _____ Semester/session: _____

Name of Instructor _____

Signature of CPT Supervisor at UMU and Name of Department

Printed Name

Date

International Student Services

1972 Clark Ave. • Alliance, OH 44601 • (330) 823-2574 • Fax (330) 829-8737
iss@mountunion.edu