

## **Curricular Practical Training (CPT) Information & Application Packet**

### **General Information**

Curricular Practical Training (CPT) is an internship, co-operative education, or required practicum (such as a clinical course) offered by sponsoring employers through cooperative agreements with The University. CPT may be a **paid or unpaid** experience. 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 Office to be engaged in CPT **BEFORE** beginning the internship/co-op/practicum. 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. If you will be engaged in CPT for multiple semesters (such as a co-op), CPT authorization by the International Center is needed each semester before beginning the new rotation. You may not change employers during CPT.

### **Types of Experiences Requiring CPT Authorization**

Students participating in *paid or unpaid* experiences in their field of study, that have an *off-campus component*, such as:

- Practicums (e.g., counseling at a private practice or nonprofit),
- Clinicals (e.g., nursing rotations at medical facilities, law clinicals involving court appearances, investigations, or negotiations),
- Student teaching,
- Field experiences,
- Internships at businesses, nonprofit organizations, or government agencies,
- Short-term music performances ("gigs") for Music majors.

### **Types of Experiences Not Requiring CPT Authorization**

- Volunteering, freely and *without anticipation of earning academic credits or compensation*, for religious, charitable, civic, or humanitarian purposes to nonprofit organizations, in a role that is typically associated with volunteer work and does not displace regular employees.
- Practicums and clinicals in which the experience takes place entirely on campus.

**Please note:** If you are not sure if the experience requires CPT authorization, it is your responsibility to check with our office.

### **CPT Eligibility Requirements**

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

1. The co-op/internship/practicum is **required** by your program in order to graduate. Employment experience that is required for all students in a degree program generally meets the requirements for CPT, regardless of whether academic credit is received for the work.
2. If the co-op/internship/practicum 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, have clearly defined course objectives, and have an instructor assigned to the course.

*\*Colleges may have additional restrictions or requirements regarding internships.*

### ***Student Eligibility Requirements***

- You have been enrolled 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.
- If you participated in The University of Akron study abroad program, the semester of study abroad can be counted towards the one full academic year requirement. However, prior to studying abroad you must have been enrolled in this program full-time at UA for at least one semester while physically present in Akron.
- Students with a Graduate Assistantship generally may not participate in CPT during a semester in which they are receiving tuition remission (limited exceptions may apply).
- Students must apply for CPT authorization at least 2 weeks prior to their intended CPT start date and the start date should align with the semester start date.

### ***Part-Time CPT***

Employment for 20 hours or less per week is considered "part-time." You must be enrolled full-time. **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". You must be enrolled full-time. **If you have one year or more of full-time CPT, you will not be eligible for OPT.**

### ***CPT during Summer***

If you do CPT during the summer, then you only have to enroll in the internship course or credits to monitor the internship. You DO NOT have to enroll full-time (unless summer is your first or final semester).

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Please note the estimated processing time for CPT authorization is 10 business days after we receive your complete CPT application, including the job offer letter.

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## APPLICATION FOR CURRICULAR PRACTICAL TRAINING (CPT)

### Instructions\*:

1. Attach your job/training offer letter. Be sure the letter is **written on company letterhead** and **signed by the employer**. The letter must include **all** of the following information: employment start and end dates, job duties, supervisor's name, and hours per week.
2. Complete Section I below.
3. Ask your Academic Advisor to complete Section II. (Exceptions: Co-op students in the College of Engineering and Polymer Science (CEPS) will need the Director of Co-Op Education to complete Section II. CEPS internship students and College of Business students will need additional signatures as noted at the bottom of Section II).
4. Submit the job offer letter and the completed CPT application to the International Center at least two weeks before the beginning date of the semester. You may email the documents to [immigration@uakron.edu](mailto:immigration@uakron.edu).
5. 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, together with your valid passport and I-94 indicating "D/S", 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 the CPT requires a new application.

*\*Students in Nursing and Respiratory Therapy clinical programs have a different CPT authorization process. Contact the International Center for more information.*

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### Section I. To be completed by the student:

Student's name \_\_\_\_\_ Major/Program \_\_\_\_\_

Student ID \_\_\_\_\_ Student email \_\_\_\_\_

Date that the student expects to complete all course requirements \_\_\_\_\_

Employer Name \_\_\_\_\_ Employer Phone number \_\_\_\_\_

Employer Address \_\_\_\_\_

Employment Supervisor \_\_\_\_\_

Employment start date \_\_\_\_\_ Employment end date \_\_\_\_\_ Remote only? Y / N

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 \_\_\_\_\_

CPT or OPT \_\_\_\_\_ Major/Level of the program \_\_\_\_\_

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

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Student signature

Print

Date

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**Section II. To be completed by the Academic Advisor.**

The student listed below wishes to apply for Curricular Practical Training (CPT). CPT is employment authorization for an experience 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 of the proposed work experience is not academic, CPT should not be recommended. Please certify that the proposed program meets the following requirements.

Student \_\_\_\_\_ ID # \_\_\_\_\_

1. ***This work experience is an integral part of the established curriculum and part of the student's degree program.*** Briefly describe how the employment is an integral part of the curriculum. (Please note "integral" means "essential to completeness" or "a component of the whole.")

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2. ***Is the co-op/internship/training 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 complete the following:

Course number \_\_\_\_\_ Course title \_\_\_\_\_

Number of credits student will receive (if applicable) \_\_\_\_\_ Semester/session \_\_\_\_\_

Name of Instructor \_\_\_\_\_

***For thesis/dissertation students only.*** If the student will enroll in thesis or dissertation credits to monitor the internship, the work must be related to the student's thesis or dissertation research. ***Describe how the work will be incorporated into the student's thesis or dissertation.***

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3. ***This work is offered through a cooperative agreement between The University of Akron and the employer.***

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Signature of Academic Advisor (**Required**)\* \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

\* For co-op students in the College of Engineering and Polymer Science, only the signature of Director of Co-Op Education is needed.

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Additional Signature (if required)\* \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

\*Required for College of Engineering and Polymer Science internships and College of Business graduate and undergraduate internships/co-ops.