



Ready to Apply for CPT?

You will need:

- A completed CPT application:
 - ◇ Download and print the application found in the International Student Resources link on the LETU website
 - ◇ Complete the form together with your Academic Advisor
- A letter from your employer indicating:
 - ◇ Employer address
 - ◇ Brief job description
 - ◇ Dates of employment
 - ◇ Number of hours of work per week
 - ◇ Name of supervisor
 - ◇ Statement affirming cooperation with LETU to achieve curricular purposes through stated employment.

Submit both documents to the DSO.

You may not begin working until you have received a new I-20 authorizing CPT.

Have questions?

Contact

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Curricular Practical Training (CPT)

For Students with F-1 Status

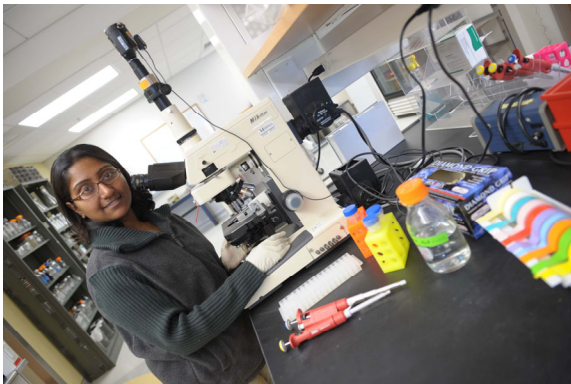
What is CPT?

The Purpose of this brochure is to help you discover the various types of employment opportunities that would be considered “Curricular Practical Training” according to the Department of Homeland Security (DHS) and the U.S. Citizenship and Immigration Services (USCIS).

Defining “Curricular Practical Training”

CPT is defined as employment which is an **integral part of your curriculum**, including:

- Alternate work/study
- Internship
- Cooperative education
- Or any other type of
- Required internship or practicum which is offered by sponsoring employers through cooperative agreements with LETU.



Job Eligibility Requirements

To be considered CPT, the work **MUST** be related to your major field of study **AND**

- Be a required part of your degree program (according to the LETU catalog)
- OR
- Earn you course credit towards your degree

Student Eligibility Requirements

In order to be eligible to apply for permission to work you must:

- Be in lawful F-1 Status
- Have been a full time student for at least one academic year



CPT is only available **before completion of the educational objective.**

Part-Time vs Full-Time CPT

The employment authorization on your Form I-20 specifies permission to engage in part-time or full-time CPT.

Part-Time Training

Employment for **20 hours or less per week** is considered part-time.

There is no limitation on the length of time you participate in part-time CPT but you must be enrolled in school during your training in order to maintain lawful F-1 status.

Full-Time Training

Employment for **more than 20 hours a week** is considered full-time CPT.

There is no limitation on the length of time you may participate in full-time CPT but if you participate for 12 months or more you will **not** be eligible to participate in Optional Practical Training.

