



# Bemidji State University

## Curricular Practical Training (CPT) Application Information

### [Paid or Unpaid/Volunteer]

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Curricular Practical Training (CPT) is defined as employment which is an integral part of an established 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 the school.” *Source: [8 CFR 214.2(f)(10)(i)]*. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application. CPT employment may not delay completion of the academic program.

CPT allows you, as an F-1 student, to accept paid, off-campus employment that is an integral part (is a requirement in order for you to graduate from the program) of the curriculum of your degree program. CPT is divided into two categories:

**Internship:** the employment is a mandatory part of a course that you are taking for degree credit. The course may fulfill a major requirement or elective that is required course for graduation.

**Practicum:** this is a non-credit employment or fieldwork experience that your department requires of all degree candidates in your program.

CPT is available only if one of these categories is included in the curriculum of your degree program. Because every program has different academic requirements, not every student at BSU will be able to take advantage of CPT.

#### Eligibility Criteria

In order to qualify for CPT, you must meet the following criteria. If the internship is for more than one semester, you must complete this process every time every semester.

- You must have been a full time student for at least one academic year, and you must be in valid F-1 status now. You may engage in CPT before the end of one full academic year only if you are registered student in a graduate program that requires all enrolled students to obtain work experience in the first academic year.
- You must be making normal progress toward degree completion
- You must be in good academic status (Cumulative GPA above 2.0)
- Internship/practicum is an integral part of your degree requirement (fulfilling major requirements or major electives.)
- Must have an internship/practicum official job letter (company letterhead) with #hours, dates and title

***Please note: International students on F-1 status are only authorized to stay in the U.S. to complete the number of credit hours required by their degree program. International students cannot carry credit hours beyond the number required for their program, as published in the BSU catalog.***

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# **F-1 Student Curricular Practical Training (CPT)**

## **Frequently Asked Questions**

### **1. What is Curricular Practical Training?**

Curricular Practical Training is work authorization for employment that is either required by your curriculum, required for a credit-bearing course, or required for your degree. The advisors at the ISS authorize it.

### **2. What are the eligibility criteria for Curricular Practical Training?**

In addition to getting credit in a course for the work, you have to have been enrolled in your program for a full academic year, and have maintained valid immigration status before you can apply for CPT. Graduate students whose degree curriculum requires immediate participation in an off campus work experience may be able to work before the academic year is completed IF this requirement is CLEARLY stated in the published program description.

### **3. Do I have to be registered while on Curricular Practical Training?**

Yes you will have to be registered for the internship/practicum credits while on CPT. When school is in session, your CPT will only allow a maximum of 20 hours of employment (part-time CPT) during summer or institutional vacation times you have the option to apply for a fulltime CPT. Please note: if you exceed 12 months of fulltime CPT, you will lose your OPT option.

### **4. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training?**

If a student qualifies for Curricular Practical Training, s/he may use up to twelve months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

### **5. What is considered part-time training?**

Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back on your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. You must be enrolled as a full-time student in order to maintain lawful F-1 status.

### **6. What is considered full-time training?**

Employment for more than 20 hours per week is considered full-time curricular practical training, regardless of whether you are enrolled full-time or part-time for classes. The employment authorization on your I-20 copy will specify permission to participate in full-time training. However, if you participate in twelve months or more of curricular practical training you will not be eligible for post-completion practical training.

### **7. What proof of employment authorization can I give my employer?**

Your I-20 form authorized for curricular practical training is the document which indicated employment authorization. You should bring your I-20 form, passport and I-94 card to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.

# International Program Center

## Curricular Practical Training (CPT) for F-1 students

Revised 8/2022

Today's Date: \_\_\_\_\_ BSU ID: \_\_\_\_\_

Last Name/ Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

First semester at BSU: \_\_\_\_\_ Degree:  B.S.  M.S.

Field of Study: \_\_\_\_\_ Current Status  F-1  J-1  Other

Expected Graduation: \_\_\_\_\_ Email address: \_\_\_\_\_

Local U.S. Address: \_\_\_\_\_

International Program Center  
(IPC)  
Deputy Hall 111  
Bemidji MN 56601  
Ph. (218)775-4096  
Email: [international@bemidjistate.edu](mailto:international@bemidjistate.edu)

**Application Checklist:** The following actions must be completed before turning in CPT application

- Completed application form (pages 3 and 4)
- Academic Advisor's signature on Advisor Form (page 4)
- Register for the internship/practicum course (print out of your course schedule)
- Official internship/practicum job offer letter
- Keep all original copies of your CPT I-20s and documents for future USCIS applications such as H-1B and Permanent Residency.***

**Employment Information:** All numbers and letters must be legible or application will not be processed.

- Paid Internship/Practicum       Unpaid/Volunteer Internship/Practicum

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Number of Hours Per week : \_\_\_\_\_

**List all periods of previously authorized CPT:**

From: \_\_\_\_\_ To: \_\_\_\_\_  Part-time  Full-time

From : \_\_\_\_\_ To : \_\_\_\_\_  Part-time  Full-time

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

# International Program Center

## Curricular Practical Training (CPT) Advisor Form

Revised 8/2022

Curricular Practical Training (CPT) is work authorization for off-campus employment in the student's field of study which is required as part of the curriculum (either as major requirements or electives). **The following form must be completed and signed by an academic advisor in order to be authorized for CPT.**

This form verifies that \_\_\_\_\_ is  
 Name of Student: Last First other

a(n) \_\_\_\_\_ student in the \_\_\_\_\_ program in  
 Undergraduate/ Graduate B.S./M.S.

\_\_\_\_\_  
 Field of Study

International Program  
 Center (IPC)  
 Deputy Hall 111  
 Bemidji MN 56601  
 Ph. (218)775-4096  
 Email:  
 international@bemidjistate.edu

**According to the U.S. Citizenship and Immigration Services, the proposed internship must be an integral part of the established curriculum in order to be authorized Curricular Practical Training (CPT). Please contact International Student Services to with questions. At least one of the following criteria must be met. If the internship or the practicum is for more than one semester, the student and the advisor must complete this process every semester.**

### Major Requirement:

The student is required to be engaged in the proposed internship by his/her degree program. This requirement is published in the BSU catalog or policy set in place with the department. The student must register for the internship course prior to approval. ***This internship cannot be used to fulfill open elective requirements.***

Number of internship Credits: \_\_\_\_\_ Course Number: \_\_\_\_\_

### Optional Course Major Requirement

The proposed internship/practicum meets specific learning objectives for a course that is an optional requirement of his/her degree/major. The course must be listed in the BSU Course Catalog and the Advisor's signature confirms that the internship course is considered an integral part of the student's program.

Number of internship Credits: \_\_\_\_\_ Course Number: \_\_\_\_\_  
 Name of the Faculty Teaching Course: \_\_\_\_\_

### Cooperative Education Requirement

The proposed internship is facilitated through a cooperative education agreement/contract between BSU and the proposed company/organization (i.e. Teaching practicum, etc) and is also an integral part of the degree program.

By signing below, I indicate that the aforementioned information is true based on my best knowledge and information.

\_\_\_\_\_  
 Academic Advisor/ Department Chair Signature

OR

\_\_\_\_\_  
 Internship Coordinator (if applicable)

Date: \_\_\_\_\_

Date: \_\_\_\_\_