DEFINING CPT

Curricular Practical Training (CPT) is an employment option available to F-1 students. It must be directly related to the major area of study. Credit for CPT may be gained through internship, independent study, or practicum/special topics courses. Academic departments are responsible for determining the appropriate means of earning credit for proposed CPT employment.

*Here at JBU we view CPT as only being available under one of these classifications:*
1. Internship – As a mandatory part of a course that you are taking for degree credit.
2. Practicum – Credit or non-credit employment for fieldwork experience that your department requires for ALL degree candidates in your program.
3. Experience – As recommended by your advisor.

STUDENT ELIGIBILITY

Students who hold valid F-1 status and who have attended a SEVP-certified college, university, conservatory, or seminary on a full-time basis for at least one academic year may qualify for CPT. Graduate students in an academic program that requires practical experience of all students prior to accruing one academic year of enrollment may qualify for CPT within their first academic year.

CPT HOURS AND LIMITATIONS

- CPT employment must be directly related to the major area of study and enhance the student’s academic development.
- CPT may be granted on a part-time or full-time basis.
  - Part-time CPT is limited at 20 hours per week throughout the entire CPT authorization.
  - Students approved for part-time CPT must maintain full-time enrollment during the fall and spring semesters (undergrad = 12 hours, grad = 6).
  - Full-time CPT is granted for employment more than 20 hours per week.
  - If a student accumulates 12 months or more of full-time CPT authorization, he or she is not eligible for OPT at his or her current academic level.
- Graduate assistants must verify with their supervisors and/or academic departments that the CPT does not violate the terms of their assistantship.

APPLICATION PROCESS (CPT Applications are available at the International Programs Office)

1. Read and complete Section One of the CPT application.
2. Request your employer to complete Section Two of the CPT application. Employers must indicate their address, your hours per week, job responsibilities, and dates of employment and also submit an offer letter.
3. Request your academic advisor complete Section Three.
4. All students must schedule an F-1 CPT Appointment with Shohreh Noorbakhsh at the Int’l Programs Office, and bring a completed CPT application and submit it along with the employer’s offer letter. This is the final step in the application process as IPO gives the official approval for CPT work authorization.

NOTE: Do not begin employment until you have received written approval for CPT. In addition, do not work after your CPT work authorization expires. All extensions to CPT must be done prior to the expiration of the current CPT in order to continue uninterrupted employment. If you fail to extend your CPT before it expires, then you must stop working as of the expiration date until you are able to obtain new CPT authorization from International Programs Office.