



## Curricular Practical Training (CPT)

# CPT Tutorial Part 1

- Tutorial length = 20 minutes
- Two parts: CPT Opportunity and Application Procedures

# Curricular Practical Training (CPT)

- Curricular Practical Training (CPT) may be authorized under certain circumstances to allow F-1 students temporary off-campus employment
- Such employment must be directly related to a student's major field of study and integral or important part of the program of study

# Curricular Practical Training (CPT)

- You are only authorized to work on CPT for the dates and employer listed on your new I-20 (3<sup>rd</sup> page)
- CPT **cannot be backdated** and can only be approved for a future start date
- You cannot start your CPT employment without having the I-20 in hand

# CPT Eligibility

- Completed one academic year as a full-time student
  - Requirement is waived for graduate students in a program that requires immediate internship participation

# CPT Eligibility

- Registers for a course that requires or recommends the off-campus work opportunity during the semester of the employment
- If student is pursuing CPT during summer break, they are required to register for CPT course during summer session
- Independent Study courses are not appropriate for CPT registration

# CPT Opportunity

- Job Specific
  - If you wish to change employer while on CPT, you must turn in a new CPT application form
- CPT authorization can only be given for one year at a time

# CPT Opportunity

## Part-time

- During fall and spring term students can apply for part-time CPT (cumulative 20 hours per week)
  - You are limited to 20 hours per week, including on-campus employment
- Almost unlimited



# CPT Opportunity

## Full-time

- Can be authorized in following situations:
  - During summer semester for students registered in spring and continuing in fall
  - Pursuant to registration in a formal internship class
  - If you are in a graduate program that requires internship participation to graduate
  - During scheduled school vacation periods
- 365 days of full-time CPT eliminates OPT eligibility

# CPT Tutorial Part II

Steps for applying for CPT authorization  
through ISSS

# CPT Application Procedures

- If you believe you have an employment opportunity that qualifies for CPT, please meet with your academic/thesis advisor
- If your advisor believes the employment is an integral and/or important part of your program of study, you and your advisor will fill out the CPT application

# CPT Application Procedures

## CPT Application

- You will complete the online i-START form\*, which will be routed to your advisor. Once your advisor completes their form for you, it will be routed to ISSS. You will receive automated notification that ISSS has received the CPT request at that time.

\* See the Access i-START instructions on our website under the Student Forms section.

# CPT Application Procedures

## CPT Application

- After submitting both parts of the form (student and advisor), it will take ISSS **5 business days** to create your I-20 with the CPT authorization on the 3<sup>rd</sup> page
- Make sure **ALL** sections of the form are complete before submitting to ISSS
- If something is missing or incorrect on the form, your application will be **delayed** until the information is given
- CPT approval is **not guaranteed** as each application is evaluated based on its own merits

# CPT I-20

- After receiving CPT approval, bring your new I-20 to your employer
- When CPT expires, continue to use the CPT I-20 as that is your most recent I-20
- Travel signature on CPT I-20 (3<sup>rd</sup> page) is valid for **one year**
- If you need to extend your CPT within the same semester, you do not need to submit a new form. However, if you are extending CPT into the next semester, or changing employers, you will need to submit a new form.

# Questions?

- You can find the CPT information and application form at the front desk at ISSS or on our website:  
<http://iss.illinois.edu/students/employment/f1cpt.html>
- If you have further questions, please contact ISSS to schedule an appointment to speak with an ISSS advisor
- **Office Location:** 610 E John Street, 4<sup>th</sup> Floor Student Services Building
- **Office Hours:** 8 a.m.-5 p.m.
- **Appointment Hours:** 10 a.m.-12 p.m. and 1:30 p.m.-4 p.m.
- **Phone Number:** 217-333-1303
- **E-mail:** [iss@illinois.edu](mailto:iss@illinois.edu)