

Curricular Practical Training (CPT) Information and Application Process

Definition

Curricular Practical Training (CPT) is a type of off-campus work authorization in your field of study.

A CPT internship can be paid or unpaid, but must relate directly to your field of study and be an integral part of your curriculum (courses). CPT is only available during your program (not after graduation), and must be authorized by the International Student Advisor in advance. Federal regulations define CPT as a type of alternative work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

To be considered as CPT, the work must not only be related to the student's major field of study, but also be an "integral part of an established curriculum". CPT is **not** meant to be a convenient employment authorization opportunity for international students and must have some valid purpose in the student's program.

There are two types of Curricular Practical Training (CPT):

1. **Required part of the program:** an internship, externship, practicum, or other type of employment in the field of study is required for program completion. This requirement may or may not be for-credit, but must be required of all students in the program.
2. **Non-required/optional part of the program:** the practical experience is done for-credit and directly related to the student's primary program of study. Enrollment in a credit-bearing internship course is required.

To be eligible to apply for CPT, you must:

- Have completed 2 semesters of full-time enrollment while in F-1 status at Saint Paul College
- Be registered for an approved internship, externship, or practicum course in the semester of your CPT
- Be pursuing a CPT-eligible program listed on this document
- Have not yet graduated
- Have been offered a job or internship directly related to your field of study at Saint Paul College

If all of the above conditions are met, you may be eligible for CPT. All CPT requests are subject to final approval by Saint Paul College. Past CPT authorizations do not guarantee future approval.

Students must meet with the International Student Advisor or attend a CPT Webinar before applying for CPT.

Full-Time vs. Part-Time CPT

Only part-time CPT (20 hours/week or less) is available during Fall and Spring semesters.

Full-time CPT (more than 20 hours/week) is available only during the Summer semesters*.

**A student may be eligible for full-time CPT during the Fall or Spring semester, only if the student is in the last semester of their program, and authorized for a final semester reduced course load.*

A student utilizing a reduced course load for medical reasons is ineligible to apply for optional, for-credit CPT.

Important Notes

- CPT is authorized for a specific employer in a specific semester. You must submit a new CPT application for each new employer and for each fall, spring, and summer term you would like to be authorized for CPT. Each CPT application is subject to college approval and past CPT authorizations do not guarantee you will be approved again. Remember, CPT is curricular and is not meant to be a convenient employment authorization opportunity.
- Failure to properly renew CPT or work without prior authorization is a violation of your F-1 status and will result in the termination of your SEVIS record.

CPT Application Process

The below process must be completed before CPT employment begins. You may **not** begin employment for CPT before receiving a Form I-20 with a documented CPT authorization.

You must be offered a job or internship in your field of study before beginning the below process.

1. Schedule a meeting with the International Student Advisor to review CPT eligibility and application requirements, or attend a CPT Webinar.
2. Register for an approved internship, externship, or practicum course for the term of the CPT authorization.
3. Complete the **Curricular Practical Training (CPT) Faculty & Advisor Verification Form**, filled and signed by you, and your Faculty advisor.
4. Complete the **Curricular Practical Training (CPT) Site Approval Form**, filled and signed by you and your practical training/internship site. If the position is a paid position, you must also include the job offer letter on the company letterhead.
5. Submit all signed forms via email to the International Student Advisor.
6. Await approval.
7. If approved, receive your I-20 with your CPT authorization.

Please ensure all CPT application forms are filled out correctly. It is critical for your CPT application that all fields are filled in, and the dates requested align with the dates of the semester you are applying for CPT. If you have questions about the forms, please reach out to the International Student Advisor before submitting your application.

It is ultimately student responsibility to fill out each form, request necessary signatures, and submit your application.

All above forms and documentation must be submitted to the International Student Advisor at least 10 business days before the requested start date of Curricular Practical Training (CPT).

Curricular Practical Training (CPT) Eligible Majors

Due to course offerings at Saint Paul College, not all majors are eligible for CPT.

The below majors may be eligible for **optional, for-credit CPT** after two semesters of full-time enrollment.

Automotive Service Technician AAS
Biology Transfer Pathway AS
Chemistry Transfer Pathway AS
Computer Graphics and Visualization AS
Computer Network Engineering AAS
Computer Programming AAS
Computer Science Transfer Pathway AS
CyberSecurity AAS

Data Science AS
Engineering Broad Field AS
Geographic Information Science AAS
Health Science Broad Field AS
Management Information Systems AS
Public Health AS
Science and Engineering Technology AS
Visualization Technology AAS

Please note that eligibility for CPT in any of these programs is subject to the availability of for-credit internship courses in a given semester. Individual departments cannot guarantee the availability of these courses in each semester.

The below majors have a **required internship**, externship, or practicum that necessitate CPT authorization. CPT can only be authorized for the below majors at a very specific point in the program's course sequence during the semester of the required internship.

Clinical Sports Massage AAS
Child Development Careers AAS
Child Development Careers ASL AS
Culinary Arts AAS
Early Childhood Education Transfer Pathway AS
Medical Laboratory Technician AAS
Pharmacy Technician AAS
Respiratory Therapy AAS
Sign Language Interpreter/Transliterator AAS
Sport and Exercise Sciences AAS
Surgical Technology AAS

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