

Curricular Practical Training (CPT)

Instructions and Application



**This application is for international students with an F1 visa only. **

Curricular Practical Training is an authorization for students on F-1 visas to engage in paid or unpaid off-campus training related directly to the student's major area of study or is an integral part of the school's established curriculum. The internship or practical work experience needs to be a mandatory component of your course of study to qualify for CPT.

Students must receive CPT authorization and an updated I-20 indicating CPT authorization from ISS before beginning any off-campus work/internship.

General Eligibility Requirements for CPT:

1. The student must have been enrolled full time in F-1 status for at least one academic year.
2. CPT must be in relation to the students' major area of study.
3. CPT can only occur before the student's program end date on their Form I-20.
4. Engaging in CPT must not delay the completion of coursework or graduation.
5. Authorization is only for one specific employer during a specific semester.
6. Students must secure the training opportunity **before** CPT can be authorized.
7. CPT authorization is given on a semester basis, and students must apply separately for each semester they wish to do CPT.

Full-time vs. Part-time CPT and Enrollment Requirements:

Full time

- Employment for more than 20 hours per week is considered full-time CPT.
- Full-time CPT is typically only pursued during the student's last semester and if the student has less than a full-time course load.
- Students who engage in 12 months of full-time CPT will **not** be eligible for OPT.
- During summer, students can enroll for the CPT-related course only. No additional registration is required for immigration purposes.

Part time

- Employment for 20 hours or less per week is considered part-time CPT.
- Must be enrolled as a full-time student fall/spring.
- During summer, students can enroll for the CPT-related course only. No additional registration is required for immigration purposes.

How to Apply:

Students must make an appointment with ISS and bring the following:

- A copy of an approved CPT application form.
- A brief letter from the employer or internship host indicating their name and address, duties, work hours each week, and dates of employment/internship offered. Whether or not the internship is paid or unpaid should also be indicated.

Curricular Practical Training (CPT) Application Form



Instructions:

1. Discuss program internships or practical work experience options with your advisor and program coordinator.
2. Enroll in an internship course or provide written approval for practical work experience
3. Complete this form and submit it to **ISS@mga.edu** prior to the add/drop deadline each semester.
4. Payment of tuition for a valid internship course will be verified prior to approval.
5. Once approved, ISS will notate your I-20 with "Authorized for CPT Employment".

Please print clearly:

Last Name: _____ First Name: _____

MGA ID: _____ MGA Email: _____

Phone: _____ Major: _____

Year (check one): ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Term for which you are applying for CPT (check one):

☐ Fall ☐ Spring ☐ Summer Year: _____

Practical Training Information:

Full-time CPT ☐ Part-time CPT ☐

Briefly describe the nature of the training you are planning and how it relates to your major:

Place of Employment: _____

Address of Employment: _____

Street, City, State, Zip Code

Student: I understand off campus training is subject to F1 visa regulations.

Student Signature: _____ *Date (MM/DD/YYYY):* _____

Faculty: I am willing to supervise the above student for any/all coursework as required for the credit-bearing portion of this internship. By signing below, I recommend approval of this internship/practical work experience:

Faculty Signature: _____ *Date (MM/DD/YYYY):* _____

FOR ISS USE ONLY BELOW THIS LINE:

Date Received: _____ ☐ Approved ☐ Not Approved DSO Name: _____