

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is defined by the US Citizenship and Immigration Service (USCIS) as alternate work-study programs, internships, or cooperative agreements with the student's school and the employer. The training should be either required for the degree or an integral part of an established curriculum.

For employment to be considered as CPT, it must either:

- Be a required part of the degree program – if the program requires paid or unpaid employment (internship, field experience, student teaching, nursing practicum, applied research) in the field of study, AND the experience is credit-bearing (through an internship or field placement class, or perhaps a directed/independent study course) you may participate in CPT as long as you are otherwise maintaining lawful F-1 status. An academic representative from your college/department MUST attest in writing that the internship is a required integral part of the curriculum and is credit bearing.

OR

- Be an optional integral part of the degree program – paid or unpaid employment in your field of study may be used for CPT, AND the experience is credit-bearing (through an internship or field placement class, or perhaps a directed/independent study course). An academic representative from your college/department MUST attest in writing that the internship is an integral part of the curriculum and is credit bearing.

Student Eligibility:

- ❖ Student must be lawfully enrolled on a full-time basis in F-1 status for one full academic year before eligible for CPT. Exceptions exist for graduate students whose program require immediate curricular practical training.
- ❖ Only part-time CPT (20 hours per week) can be approved during the school year, and students must maintain full-time enrollment throughout the CPT experience.
- ❖ Full-time CPT (anything more than 20 hours per week) may be possible during the summer and winter breaks.
- ❖ Internship is required to be related to your current field of study.
- ❖ You are required to register for a credit bearing course for this experience.
- ❖ CPT ends on the date signified, or the date your degree program is completed, whichever comes first.
- ❖ If you engage in full-time CPT for 12 months or longer, you are NOT eligible for OPT.

RADFORD UNIVERSITY

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Procedure:

1. Student works with academic department to learn more about requirements for the program and/or what constitutes an integral part of studies. Student informs academic department of desire to complete an internship for credit.
2. Student finds internship
3. Student presents internship details to academic department, who determines if it meets requirements and who assists student with registration for the proper credit-bearing course (internship, independent study, directed study, practicum, etc)
4. Student registers for course
5. Student provides CGEE with copy of internship agreement/letter from the employer*, academic placement, and the attached form signed by their academic department confirming the placement experience is either a requirement or an integral part of the field of study.
6. CGEE approves and processes I-20 to authorize CPT.

*Letter from employer must be on company letterhead and include:

- a. Start and end dates of internship
- b. Address where you will be working (if different than stated on the letterhead)
- c. Hours worked per week
- d. Paid or unpaid position**

**It is always recommended that students obtain CPT for unpaid positions as well.

Starting work before your CPT is approved and I-20 is in-hand is ILLEGAL and could subject you to deportation or denial of future benefits. Remember that the internship purpose is to gain practical training in your field of study – NOT to make money. Curricular Practical Training is intended to give the student an opportunity to gain practical experience in their studies. CPT is a benefit of lawful F-1 status.

NOTE: Students undertaking CPT must acquire a social security number. Information available from the CGEE.



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CPT REQUEST AND CERTIFICATION FORM

Student Name: _____ RU ID: _____

RU email: _____@radford.edu Major: _____ Expected Graduation Date: _____

CPT dates request from _____ to _____ CPT Term _____

Name of Academic Faculty supervising internship: _____

Academic Departmental Chairperson Certification:

As the Department Chair for _____ (student), I certify that the information provided hereafter are true and accurate, and that this Curricular Practical Training is not for the purpose of facilitating employment, but rather is considered a required or integral part of this students program of study. I verify that this employment will satisfy requirements for credit, and I recommend that Curricular Practical Training be approved, beginning on the date of _____ and ending _____. The student will work _____ hours per week. The internship course name and number is: _____, earning _____ credit hours.

Name of Academic Chair: _____

Signature of Academic Chair: _____ Date: _____

Please return to Radford University

Center for Global Education and Engagement, P.O. Box 7002, 105 Cook Hall, Radford, Va. 24142