CURRICULAR PRACTICAL TRAINING (CPT)

Virginia International University
Academic Year 2008-2009
WHAT IS CPT?

- CPT is an **internship** (*not* a long-term job) opportunity for F-1 students to put classroom theory into practice
- CPT is an immigration **benefit** (*not* a right) for F-1 students who have maintained their status
- **CPT is a class**
- REMEMBER: Your priority is your degree, *not* your CPT
CPT REQUIREMENTS

- Sufficient GPA
  - 2.0 for undergraduates
  - 3.0 for graduates

- You may not have an on-campus job while on Full-Time CPT (part-time may be possible)
Part-time CPT is **20 hours or less** per week

Full-time CPT is anything **over 20 hours** per week

To be eligible for CPT, you must have been a full-time student for **one academic year** (one fall and one spring semester – summers do not count)

It is not possible to work during vacations – internships are considered a class
OPT AND CPT

- Once you have applied for OPT, you can no longer apply for CPT – *no exceptions!*

- If you participate in a full academic year of *full-time* CPT, you are no longer eligible for OPT
ISS CPT APPLICATION

- 1. Photocopies of current and previously issued I-20s
- 2. Photocopy of your passport and I-94
- 3. Letter and CPT Recommendation form from your Academic Advisor
- 4. Letter from your employer offering internship
- 5. “Supervisor’s Evaluation” form to be returned at the end of CPT
FACULTY LETTER

The letter from the faculty member must include:

1. Specific internship opportunity
2. Specific degree requirement or elective course that it satisfies (e.g. MBA 627)
3. Minimum requirements to complete the internship
4. Reasonable period of time needed to complete the internship (e.g. 3 credits normally take 1 semester to complete)
EMPLOYER LETTER (1)

- The letter from your employer must include:
  
  1. Beginning and ending dates of employment
  2. How many hours you will work weekly (remember: 20 or less is part-time; 20+ is full-time)
  3. A description of your duties in sufficient detail to clearly show them as appropriate to meeting the requirements of your internship
  4. The location where employment will take place.
EMPLOYER LETTER (2)

- For your protection, ISS will **not** accept letters from employers that mention the following words or phrases:
  - Appointment
  - Contract
  - Benefits
  - Insurance
  - Retirement
  - Annual salary
UPON APPROVAL OF YOUR CPT

- You will receive a new I-20 mentioning the dates and times of your employment
  - REMEMBER: You CANNOT report to work before you receive this I-20. If you do, you are working ILLEGALLY.
- You must repeat the entire process if you wish to extend the dates to the next semester, change your employer, or change your work hours.
QUESTIONS?

DSO@VIU.EDU