

Curricular Practical Training

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Curricular Practical Training (CPT) is defined by federal regulations as “an integral part of an established curriculum” related to your program of study. This can be in the form of an internship, practicum, or in the case of graduate and doctoral students, thesis and dissertation courses taken for course credit.

While on CPT you must enroll for a full-time course load during your CPT (fall and spring only) to maintain lawful F-1 status unless approved through a Reduced Course Load (RCL not required for summer). **Participating in 12 months or more of full-time CPT will make you ineligible for Optional Practical Training (OPT).** **Part-Time CPT** is working 20 hours or less per week and **Full-Time CPT** is more than 20 hours per week.

Eligibility must have been "lawfully enrolled on a full-time basis for one full academic year" (Spring and Fall) to be eligible.

Exception: Graduate students whose degree programs require immediate participation in CPT may apply at any time.

- You must maintain continuous enrollment in a course that requires CPT during the entire semester approved for CPT.

Regulations

- Once the **requirements for your program of study** have been completed all CPT must cease. You cannot participate in CPT after completion of your studies. CPT authorization cannot exceed the last day of the semester in the student's graduating semester. When a student graduates their SEVIS record is shortened to the last day of the semester. Work authorization after this date is only permitted with OPT.
- You cannot work beyond the CPT end date and doing so would be in violation of your F-1 status.
- CPT work permission is only granted for one semester at a time and for either part-time or full-time; unless already approved for multiple semesters.
- You must repeat this process each semester you plan to work unless already approved for multiple semesters of CPT.
- You must repeat this process if you change from part-time to full-time or from full-time to part-time.
- You must maintain continuous enrollment in a course that requires CPT during the entire semester for which CPT is authorized. Failure to maintain enrollment in the CPT designated course will result in the termination of the student's CPT work authorization and the student will no longer be permitted to legally work.

Authorization Process

You **MUST** complete the following steps **BEFORE** the date you wish to start employment.

1. Set up an appointment with your academic/faculty advisor to discuss internship options. Once the training program and employer have been approved by your academic department, ask your advisor to complete the CPT Form.
2. Obtain a job offer or hiring letter from the employer that includes the following information:
 - Job Title and description of job duties
 - Number of hours to be worked each week.
 - Beginning and ending dates of employment
3. Submit required documents online using the CPT Application submission portal and a DSO at ISSS will evaluate your documents and determine if the employment meets eligibility requirements. Once eligibility is established, you will receive a new I-20 with authorization for the CPT on page 2.

Submit documents here: (<https://www.international.txstate.edu/Work-Authorization/cpt.html>)

- **Completed CPT Approval Form**
- **Employment letter**
- **Class schedule showing class registration for an internship/practicum course**
- **Reduced Course Load Request Form** (if this is your final semester, not required for summer)

A delay in processing will occur if you fail to submit all required documentation. Please allow yourself enough time, **at least one week**, to complete the process before your employment start date.

YOU CANNOT LAWFULLY START EMPLOYMENT UNTIL YOU RECEIVE A NEW I-20 AUTHORIZING CPT.

By signing below, I confirm that: I have read and understand the information and requirements above and I accept the consequences for not adhering to these requirements.

Student Signature: _____ **Date:** _____

