

CURRICULAR PRACTICAL TRAINING (CPT) INFORMATION

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Temporary employment for curricular practical training may be authorized under certain circumstances. Such employment must not only be related to your field of study, but must also be a required or integral part of your studies. The following are points to remember when considering CPT:

- Training which is required by your degree program always meets the requirements for curricular practical training, regardless of whether or not you receive academic credit for your work.
- Training which is not required by your degree program may meet the requirements for curricular practical training if you receive academic credit for the employment experience, and it is an important or integral part of your studies.
- You must have completed nine months in F-1 status in order to apply for curricular practical training. • CPT can only be authorized one semester at a time only.
- Work within the dates on your CPT I-20, as issued by the Director of the International Studies Program. Do not begin employment before the date entered on Page 3 of your I-20, and do not work beyond the ending date.
- Not exceed 20 hours of work per week during the academic school year. Employment may be full-time during the student's annual vacation; for CPT that is integral but not required, the student must also be enrolled in the course during the annual vacation in order to work.
- If you participate in twelve months or more of full-time curricular practical training, you lose your eligibility to apply for optional practical training after you complete your studies. Participation in part-time curricular practical training does not affect your eligibility for optional practical training.

ELIGIBILITY

In order to be eligible, a student must meet the following criteria:

- In lawful full-time F-1 status for at least one academic year.
- Good academic standing with the university.

APPLICATION PROCESS

Step One – Have your academic program's Department Chair complete the CPT Departmental Authorization, available from the Director of International Studies, certifying that your CPT is a required or integral part of your degree program.

Step Two – Make an appointment with the Director of the International Studies Program and bring the following:

1. Your most recent I-20, along with any previous I-20(s) you have
2. Passport with I-94 card attached
3. CPT Department Authorization form, signed by your Department Chair.

The Director of the International Studies Program will provide you with a new I-20 that notes the CPT approval. You can provide this document to your employer as proof of legal authorization to work, so long as you work at the site listed underneath the approval notation. Unlike Optional Practical Training (OPT), CPT does not require an application to the Department of Homeland Security and you will not be receiving an Employment Authorization Document (EAD).