

CURRICULAR PRACTICAL TRAINING (CPT) INFORMATION

Purpose is to allow students to engage in internships, practicums or cooperative education programs.

There are two types of Curricular Practical Training: (1) Required of all candidates for a particular degree program OR (2) Required of an individual student's program. A description of each follows:

(1) Required of All Candidates for a Particular Degree Program

Training that is required by every participant in the student's degree program, and is an invariable, formal and explicit requirement for everyone obtaining that degree at TAMUK. Graduate students may apply immediately after registering at TAMUK. Undergraduates may apply after maintaining student status for one academic year (completion of both a fall and spring semester).

An example of this type of CPT might be a semester of supervised field work for a Master's of Social Work degree candidate, if the requirements listed in the school catalog include the semester of fieldwork as a requirement for every candidate for the degree. In no case may the requirement be waived or another course or project substituted for it.

(2) Required of a Particular Student's Degree Program

Training that is required of an individual student's academic program to satisfy the academic requirements for a particular degree plan. These may not be added on in addition to the requirements, such as courses added to gain a teaching certificate that is not an academic requirement for the degree or extra electives in addition to those listed in the catalog degree plan. Graduates and undergraduates may apply after maintaining student status for nine consecutive months (one academic year).

An example of this type of CPT might be an internship for a student studying Marketing for an MBA program, if the degree requirements in the catalog list several options to fulfill the concentration in Marketing, and the student and the Academic Advisor plan for the internship to satisfy the requirement instead of another option. It is therefore required of the student's degree, even though it is not required for all MBA candidates. Another example might be a Summer internship designed for a student to do research for his dissertation, if the research involves using innovative technology available only at a particular corporation's facilities. The student would be employed there to engage in essential data collection that is integral and necessary to his educational program.

You must maintain your full-time status to be eligible for CPT. (NOTE: Students participating in full-time co-op programs who will not be registered for a full course of study (12 hours undergraduate/9 hours graduate) but are considered to be full-time students by their department must have their co-op coordinator clarify their academic status in the CPT recommendation letter.)

You must have an offer of employment to apply for CPT because the CPT allows you to work for a specific employer.



THINGS TO REMEMBER



- ! The CPT is first recommended by the Academic/Graduate Advisor, but authorized by the Designated School Official (DSO) with International Student Services. Therefore, **if all documents are correct and complete, in most cases the CPT can be authorized within 5 working days.**
- ! The number of hours you may work while on CPT is determined by your internship or co-op program requirements.
- ! Part-time CPT authorization is 20 hours per week and less. Full-time CPT is 21 hours per week and more.
- ! You may use as much CPT authorization as is required for your degree program. **Graduate Students - If you require the internship to gather data for your research project, thesis, or dissertation, you must complete the training 2 weeks prior to the date of defense.**
- ! If you accumulate **12 months or more** full-time CPT authorization, you are not eligible for Optional Practical Training (OPT) authorization. (EXAMPLE: You have been authorized for a total of 11 months full-time CPT. You **would still be eligible** to apply for OPT.)
- ! The Curricular Practical Training authorization on Page 3 of your I-20 is your proof to accept employment. Therefore, your I-20 and I-94 may be used to complete the Employment Eligibility Verification Form I-9 that all U.S. employers are required by law to complete within three days of the start of employment.
- ! If you change employers during your internship or co-op program, you must **apply for a new period of CPT authorization before** you work for the new employer.
- ! **You are authorized for specific dates of employment on your I-20. You may not begin before the start date or continue working after the end date.** If you expect that you will need to work past your end date, you must have that approved by the DSO at ISS **before** you continue working past the end date on your I-20.