



## Curricular Practical Training

F-1 students whose training program is a required part of the established curriculum may apply to the designated school official (DSO) for Curricular Practical Training authorization (C.P.T.). C.P.T. is defined as “alternate work/study, internship, cooperative education or any other type of **required** internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”. When the internship is not required for the degree, it is still possible for a student to receive approval if the work experience is arranged and sponsored by the academic department. Unstructured, unsupervised employment that is not arranged by the school and has been sought by the student through open market is not acceptable as a C.P.T. experience.

### PRECONDITIONS

- Legal F-1 visa status. The student must have been lawfully enrolled in an accredited school on a full-time basis for at least nine consecutive months.
- The proposed employment under CPT must be “an integral part of an established curriculum”. It must be related to the student’s major field of study (as declared with the Registrar) or a part of the student’s Program of Distinction as well as commensurate with the level of study.
- The student must provide a signed Faculty Recommendation for Authorization of Curricular Practical Training Form. A faculty member must certify that the proposed employment under CPT is related to the student’s field of studies. Also, a signature is required from the sponsoring Winter Term advisor.
- The student may begin work under CPT only after he/she has obtained written permission from the Designated School Official. CPT authorization cannot be back-dated, and working prior to obtaining approval is a violation of status.

### EMPLOYMENT DURATION

- CPT is granted by the Designated School Official for a specific period of time.
- There is no upper limit on the amount of time available for CPT. However, please note that students who engage in a full 12 months or more of full-time CPT become ineligible for Optional Practical Training.
- CPT employment can only be approved before graduation.
- CPT employment can be approved for part-time (20 hours or less per week) or full-time (over 20 hours per week).
- CPT employment can be allowed during the school year if required by the academic program or during the summer (part-time or full-time).

**To apply for Curricular Practical Training, you must present a letter** from the academic advisor, graduate director, faculty member, or department chair stating that the work experience is **required** for the major. If the internship is not required to complete the program, the letter must read the internship was arranged by and is sponsored under the direction of the academic department. The letter must outline the details of the program, including:

- The name of the employer
- The address of the employer (including the zip code) where the work will take place
- The exact dates of the employment (beginning and ending date).
- The faculty member who will be supervising the project and recording the grade must be named in this letter.
- The required course number and the number of credit hours must be listed.

## **EMPLOYMENT DURATION**

- CPT is granted by the Designated School Official for a specific period of time.
- There is no upper limit on the amount of time available for CPT. However, please note that students who engage in a full 12 months or more of full-time CPT become ineligible for Optional Practical Training.
- CPT employment can only be approved before graduation.
- CPT employment can be approved for part-time (20 hours or less per week) or full-time (over 20 hours per week).
- CPT employment can be allowed during the school year if required by the academic program or during the summer (part-time or full-time).

**If you have any questions or concerns, please contact:**

Loutfi Jirari, PDSO

Durham House, 309 E. Seminary Street

Phone: 765-658-6697

Email: [loutfijirari@depauw.edu](mailto:loutfijirari@depauw.edu)

**FACULTY OR PROGRAM OF DISTINCTION RECOMMENDATION  
FOR CURRICULAR PRACTICAL TRAINING**

**Please read the instructions before you complete the form below.**

International students with F-1 visa status are eligible to apply for Curricular Practical Training (CPT) after they have been lawfully enrolled in an accredited school on a full-time basis for one full academic year. Students must prove that the proposed practical training is “an integral part of an established curriculum”, i.e. employment under CPT must be related to the student’s major field of study (as declared with the Registrar) or their Program of Distinction and commensurate with the level of study.

CPT employment is authorized by the Designated School Official (DSO) only for a specific position, company, and location. First, the student should obtain a job description or letter of employment and discuss the appropriateness of the CPT opportunity with your academic advisor or Program of Distinction advisor. If the advisor recommends CPT authorization, he or she should complete the form below and return it to the student.



**Faculty Recommendation for Authorization of Curricular Practical Training**

I have met with \_\_\_\_\_ (student’s name) and I have reviewed the job description and/or letter of employment. I recommend that full-time/part-time (circle one) curricular practical training be authorized from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) based on one of the following:

\_\_\_\_\_ The employment is designed and structured to enhance the student’s educational program endorsed by this department, and is directly related to the student’s major field of study. Employment will be monitored to ensure academic relevance; this is not just a means to secure off-campus employment.

\_\_\_\_\_ The employment is required by the major.

\_\_\_\_\_ The employment is the official internship of my Program of Distinction.

I do not recommend authorization of employment under CPT based on one of the following:

\_\_\_\_\_ The proposed training experience is not directly related to the student’s major field of study.

\_\_\_\_\_ I have reasons to believe that employment at this moment might jeopardize the student’s academic standing.

Faculty Signature	Faculty Name	Date

Winter Term Signature	Advisor’s Name	Date

DSO Signature	Advisor’s Name	Date