

Auburn University at Montgomery Office of Global Initiatives

PO Box 244023 Montgomery, AL 36124

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a benefit for F-1 students, particularly those who have required internships in their academic programs of study. CPT is defined as "alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school." (CFR 214.2(f)(10)(i))

The training must be "an integral part of an established curriculum" and must be "directly related to the student's major area of study." This means, the opportunity must be required by the curriculum or, if not required, the student must receive credit for the training.

- CPT may or may not carry academic credit and may or may not be paid.
- CPT must be done prior to the completion of the student's academic program.
- Use of full-time CPT for one year or more eliminates eligibility for Optional Practical Training (OPT). Use of part-time CPT does not affect eligibility for Optional Practical Training.
- During the school term, CPT can only be approved for part time. CPT may be full time during school breaks.

To qualify, a student must:

- have been in full time status for one full academic year before employment/internship.
- be in valid F-1 status and enrolled for a full course of study during CPT
- have an offer of internship from a company directly related to the student's major.
- be approved by the academic advisor/department chair for the internship.

Approval Process:

In order for approval to participate in an internship, a student must provide the following documents to Global Initiatives:

- CPT approval form, signed by advisor/department chair.
- Letter from the employer or internship supervisor (on company letterhead) with specific information:
 - Beginning and ending date of your employment/internship

- Number of hours per week
- Specific duties and responsibilities
- Proof of registration in internship class.

Once all documents are received by Global Initiatives, the student's I-20 will be updated to indicate approval of the CPT.

Curricular Practical Training Approval

Name of Student:			
	Family name		Given name
STUDENT ID #:		SEVIS ID #:	
Major:			_
Level of Study:	Bachelor's	Master's	Doctoral
Name of Employer or T	raining Site:		
Location of Employer or			
Dates of Internship: Fro			mm dd yyyy
	(20 hours per wee		
This section is to be con	nnleted by the ac	ademic advisor ONLY	
			PT authorization (please check
An elective cours	e taken for credit	and used towards gra	duation. Please indicate:
Course number: number of credits:	, Course titl		
A required intern Graduate or Undergradu indicate:			rtment as noted in the o site). If taken for credit, please
Course number: number of credits:		e:	, and
Academic Advisor/Depa	artment Chair		
Name:			
Phone:		Email:	
Signature:		Date:	