



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

To be completed by student:

Name of Student: _____, _____
Family name Given name

STUDENT ID #: _____ **SEVIS ID #:** _____

Major: _____

Level of Study: _____ Bachelor's _____ Master's _____ Doctoral

Name of Employer or Training Site: _____

Location of Employer or Training Site: _____

Dates of Internship: From: ____/____/____ To: ____/____/____
mm dd yyyy mm dd yyyy

This Curricular Practical Training (CPT) will be:

_____ **Full-time**, (20 hours per week or more)

_____ **Part-time**, (anything less than 20 hours per week)

This section is to be completed by the academic advisor ONLY.

This employment or internship meets the following criteria for CPT authorization (please check the one that applies):

_____ **An elective course taken for credit and used towards graduation.** Please indicate:
Course number: _____, Course title: _____ and
number of credits: _____

_____ **A required internship or practicum** (required by the department as noted in the Graduate or Undergraduate Bulletin or on the department's web site). If taken for credit, please indicate:

Course number: _____, Course title: _____, and
number of credits: _____

Academic Advisor/Department Chair

Name: _____ Department: _____

Phone: _____ Email: _____

Signature: _____ Date: _____