



Curricular Practical Training (CPT) Guide

I. OVERVIEW

Curricular Practical Training (CPT) must be “an integral part of an established curriculum.” Federal regulations define it as “alternate work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

See 8 CFR§ Sec. 214.2(f)(10)(i)

A student is eligible for CPT if:

1. He or she is in valid F-1 status at the time of application and has been in full-time status for one academic year preceding the CPT application.
2. The student abides by all rules surrounding full-time course registration while on CPT. Students are not required to be registered full-time during summer.
3. The CPT experience falls into one of the following four categories:
 - The student is required by his/her program to be engaged in the proposed experience.
 - The proposed experience is an alternate requirement of the degree program. For graduates, this may be dissertation/thesis requiring an internship/fieldwork experience.
 - The proposed experience is facilitated through a cooperative education agreement between KSU and the proposed employer and is an integral part of the degree program.
 - The experience is an optional independent study, meaning you are receiving academic credit for it. It is viewed by the student's major department to be integral to the student's degree program.

Please Note:

1. ISSS must approve CPT before student can begin employment/internship.
2. CPT can only be authorized for one academic semester at a time.
3. A student with 12 months or more of full-time CPT is not eligible for Optional Practical Training (OPT).



4. Graduate students whose degree requires immediate participation in CPT may apply after arriving in the U.S. and registering with International Student and Scholar Services (ISSS). They do not need to be in status for one academic year.

II. TO APPLY

1. Meet with an international student advisor during walk-in advisement hours to discuss your interest in CPT.
2. If your advisor determines that you qualify, click "Begin New CPT Request" <http://www.kent.edu/iss/forms/cpt-request.cfm> on the ISSS website.
3. Follow the instructions on the form. You will be asked to provide your academic advisor's name and email. After you submit the form, your academic advisor will review your request and approve it, if appropriate.
4. You will be notified via email when your advisor has completed the form.
5. Email a copy of your official offer letter to iss@kent.edu in a PDF attachment after your request is approved. **The letter must be on company letterhead and include the address where you will be working, the number of hours to be worked per week, the start and end dates, and a brief description of your duties.** Letters without all of the above information will not be accepted.
6. You will receive an email when your new I-20 with CPT authorization is ready for pickup at the reception desk of the Office of Global Education if you have emailed a copy of the offer letter to ISSS.

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