



Curricular Practical Training (CPT)

Off-Campus Employment Authorization
for Co-Ops, Internships, and Practical
for F-1 International Students

F-1 Visa Employment Benefits - Main Types

On-Campus
Employment

Curricular
Practical
Training
(CPT)

Optional
Practical
Training
(OPT)

STEM OPT
Extension

Curricular Practical Training (CPT) for F-1 Visa Holders



What is CPT?

Curricular Practical Training (CPT)

“Authorization for practical training to engage in temporary employment to gain practical experience directly related to their field of study.”

It is “an integral part of an established curriculum.”

It is “defined to be 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.”

CPT Information

Full-Time vs. Part-Time

Part-Time: up to 20 hours/week

- limited only by curriculum

Full-Time: more than 20 hours/wk

- Students lose their Post-Completion OPT if they complete 365 days or more of full-time CPT

Types of CPT Employment

Paid Co-op, Internship or Practicum

Students must confirm with ISSS whether they need CPT authorization before starting work.

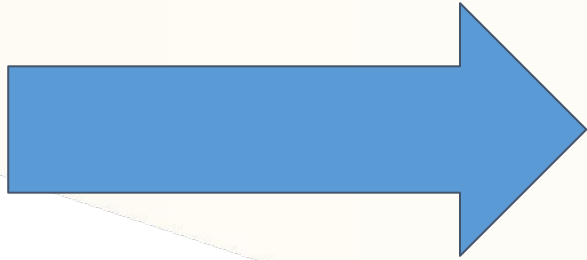
Additional Considerations

CPT can be authorized for a course that requires the proposed employment, such as an internship, practicum or Co-op course.

Full-time CPT participants can choose not to enroll in any additional courses or go part-time for 1 entire semester per academic program.

Undergraduate Students who need to enroll less than full-time a should register for Co-op.

CPT Eligibility



Must not have completed the academic program (still in progress - not ready to graduate)

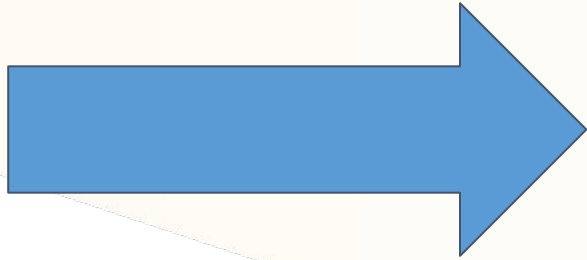


Must have been lawfully enrolled full-time at a SEVIS-approved college or university 1 academic year (Fall and Spring semesters)



Must be an integral part of the major program of study (not a minor)

CPT Eligibility



Must have an offer letter before applying



The CPT experience satisfies a program requirement (or an internship or Co-op course has been added to GPS)



Should not delay completion of the academic program more than 1 semester

Other Considerations

Students must be enrolled in the internship or Co-op course in the same semester as the internship or Co-op.

Summer internships require students to be enrolled in the internship (\$) or Co-op (fee) course in the summer semester.

If students are granted full-time CPT they *may* qualify for a program extension of 1 semester.

CPT Application Process for Students

- 1 Read through our CPT in the ISSS Portal
- 2 Meet with an ISSS Advisor before applying
- 3 Inform their Academic Advisor or Program Coordinator they are applying
- 4 Submit the CPT Request Form in the ISSS Portal

CPT Application Process for Academic Advisors & Program Coordinators

1

Look for the automatic email from iss@kent.edu and start the CPT Advisor Recommendation Form

2

In the form, verify whether the proposed experience is (or is not) directly related to the major program of study

3

Confirm the student is registered in the internship or co-op course if not required of ALL students the program

4

If contacted by ISSS, please provide any requested follow-up information

Final Reminder

Please contact ISSS with any questions you may have. Our main goal is to keep our student's immigration records safe and offer them the opportunity to use the benefits of their F-1 visas.

Email:

iss@kent.edu

Phone:

330-672-7980

Website:

www.kent.edu/iss



Thank You.
www.kent.edu/iss