

**Office of International Student,  
Faculty, and Staff Services**

### Explanation

Curricular Practical Training (CPT) is a type of off-campus work permission available to certain eligible F-1 international students. CPT is described by USCIS as employment which is "*an integral part of an established curriculum.*" CPT is not to be used merely to facilitate employment for the international student.

### Eligibility

A student must be in valid F-1 status for at least one academic year before he/she is eligible for CPT (an exception to the one academic year requirement exists for students in graduate programs that require immediate participation in a practical training experience). Students must secure a job offer related to their field of study. And students must receive authorization for CPT prior to beginning their practical training experience.

### Types of CPT

#### 1. Degree Requirement

If practical training is a requirement of a degree program (i.e. all students in the program must complete practical training to satisfy degree requirements), CPT may be authorized. Authorization can be for full-time or part-time employment based on the department's requirement. This type of CPT does not require proof of enrollment. Below are the departments and degree programs that have a required practical training component.

#### Bloomberg School of Public Health

Environmental Health Services (MSPH)  
Health, Behavior and Society (MSPH, MHS, ScM and DrPH)  
Health Policy and Management (MSPH and MHA)  
International Health (MSPH)  
International Health (DrPH)  
Population, Family and Reproductive Health (MSPH)

#### School of Medicine

Health Sciences Informatics (Applied MS)

#### 2. Course Credit

CPT may be authorized if the student will receive course credit for the practical training. Students must be concurrently enrolled in a course for the duration of the employment. Exceptions to the enrollment requirement can be made for CPT that is authorized during a school break (excluding summer break) where the student receives credit for the practical training in the term before or after it takes place. Authorization can only be made for part-time CPT during academic terms. If the practical training takes place during the summer, students must be enrolled in a course for the summer term and can be authorized for full-time CPT.

### Full-time vs. Part-time CPT

Employment is limited to Part-time (20 hours per week or less) during the academic year. Students may engage in Full-time CPT (anything more than 20 hours per week) during recognized school breaks or if Full-time CPT during the academic year is a program requirement.

### CPT Limits

There is no limitation on the length of time you may participate in full-time or part-time CPT. However, if you participate in full-time CPT for 12 months or more, you will not be eligible for Optional Practical Training (OPT). Accrual of part-time CPT does not impact eligibility for OPT.

### Application

Required documents to be submitted with the CPT application:

1. Letter from Employer. The letter must include the following: employer address, start date of employment, end date of employment and number of hours per week.
2. Advisor Recommendation Form completed by your Academic Advisor.
3. Copy of Passport ID Page.

Bring all required documents to the OIS. Your application will be reviewed by an advisor to make sure your planned practical training is in alignment with the CPT regulations. If your application is approved, you will be notified within 10 business days via email. A new I-20 will be created for you with the CPT endorsement on page 3.

### CPT Extensions

For an extension of CPT, the student must submit all of the required application paperwork listed above (a new employer letter and advisor recommendation form must be completed) to the OIS about 2-3 weeks prior to the CPT expiration date.

