Curricular Practical Training [CPT]

What is Curricular Practical Training [CPT]?

CPT is a work benefit for F-1 students to gain practical experience related to their major. The work experience cannot be related to a minor or general education course. It is only available to F-1 students when it is an integral part of an established curriculum. This means that the work fall into one of the following categories:

1. Requirement for all students in the program
2. Co-op, practicum, clinical, internship course, or other work experience course
3. Above and beyond the requirements for a course in the student’s major including an independent study

Some important things to consider:

- You must register for the course approved by your academic department in order to engage in CPT. We cannot authorize your CPT until you have registered. The course must be taken in the semester that you wish to work. You cannot use a fall or spring class for summer employment. Summer is considered one semester, so as long as you take a class in any summer session, you may work all summer.
- CPT is approved on a semester-by-semester basis. You may not “extend” your CPT period. You may, however, apply for another semester of CPT if recommended by your department.
- You cannot use CPT as a way to be less than full time.
- CPT is not a convenient way to work off campus. The employment must be an integral part of your curriculum.

When can I engage in CPT?

To be eligible for CPT, you must meet the following criteria:

- You must be maintaining F-1 status.
- You must have completed at least two full-time semesters (Fall and Spring) by the requested employment date.

You must speak with your academic advisor to see if CPT is a part of your academic program. Many academic departments have very specific guidelines for when you can engage in CPT. It is not an automatic right granted to every student.
**Is CPT part-time or full-time?**

There are two classifications of CPT:

- **Part-time**: 20 hours or less per week
- **Full-time**: 21 hours or more per week

If you engage in 12 months or more of full-time CPT, you will lose your eligibility for Optional Practical Training. It is your responsibility to keep track of how much full-time CPT you have taken. Part-time CPT does not affect OPT.

**What do I need to apply for CPT?**

1. You must be registered for the appropriate course during the same semester as the work experience.
2. An offer of employment *on company letterhead* stating:
   a. Your name
   b. The number of hours to be worked per week
   c. The full address of the office location where you will be working
   d. The exact start and end dates of your employment (as determined by the related course start and end dates)
   e. A general description of your duties/responsibilities
3. A completed Curricular Practical Training Request Form (on the next page)

**How long will it take for my CPT to be processed?**

It will take 1-2 business days to process your paperwork. We will issue you a new I-20 with your CPT authorization on page 3. This will serve as your legal proof of eligibility to work. **Important: Until you have your CPT I-20, you cannot begin working. To do so would be unauthorized employment. Be sure to tell your employer of the above processing times when they ask about your availability to begin working.**

For additional questions, contact:

Melody Reichoff  
Global Education Coordinator  
Global Education Center  
262-691-5550  
mreichoff@wctc.edu
Curricular Practical Training Request Form

Section A – To Be Completed by the Student:
Complete this page and submit it with your other CPT materials. Keep pages 1 and 2 for your reference.

Name: __________________________________  WCTC ID#: ____________________

WCTC Email: ___________________________  Telephone #: ____________________

Please sign below to certify that you have read all of the information in this packet and that you understand the F-1 regulations regarding CPT.

Signature: _______________________________  Date: ___________________________

If you do not have a social security number, be sure to bring your hire letter with you to the Social Security Office. Make sure the letter includes the Employer Identification Number [EIN].

Section B – To Be Completed by the Student’s Academic Department:

Please check one:

_____ Internships are required for graduation.

_____ The student is currently registered for a course within the major to which the work experience is related. Course number: ______________
How is the work experience related to the student’s major field of study and the course listed above?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________  

Academic Department, Signature: ____________________________________________

Print Name and Title: _______________________________________________________

Extension: _________________________________  Date: ________________________