



## **Curricular Practical Training**

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Curricular Practical Training (CPT) is a type of authorization that allows students to accept a paid or un-paid work experience, practicum, or internship in a student's major field of study. CPT is limited to practical training opportunities that are fulfilling a curricular academic objective. To be considered for CPT, the opportunity must not only be related to the student's major field of study but also must be either required or an integral part of the academic program. USCIS prohibits the authorization of CPT issued for the primary purpose of facilitating employment. CPT cannot be utilized for a work experience or internship that is solely beneficial for career development. Students are limited to a maximum of 20 hours per week of combined work, including CPT, severe economic hardship, and on campus employment during school sessions, unless they have special authorization. F-1 students may not start until the CPT start date listed on the CPT-approved I-20.

### **Eligibility**

The student must:

- be in an associate degree or certificate of achievement program, which an internship or a practicum is required or can be used as an elective towards graduation. CPT needs to be integral to the curriculum for graduation. Students in the ESL coursework are not eligible for CPT.
- be in F-1 status currently and maintained status for an academic year.
- enroll full time while on CPT, unless ISS has provided authorization, such as a Reduced Course Load or annual vacation.
- apply for CPT each quarter and enroll in the appropriate internship, clinical, or practicum course.
- obtain a letter from an employer/internship/practicum site supervisor with clear start and end dates in line or within MCC's quarters, unless you are in the dental program (See below under #4).
- make normal progress towards graduation.

### **Part-Time vs. Full-Time CPT**

- Part-Time CPT - Most students are eligible for part-time CPT or employment for 20 hours or less per week.
- Full-Time CPT - Students may be eligible for full-time CPT or employment for more than 20 hours per week but need should discussion this option with ISS in advance. Students who have 12 months of full time CPT will be ineligible for post-completion Optional Practical Training.

### **How to Apply**

1. Complete Section I of the CPT form.
2. Meet with an instructor, program coordinator, or dean of the internship/practicum course to complete Section II of the CPT form.
3. Register for the course.
4. If you are in the dental program, please request a copy of the blanket agreement between MCC and the practicum/clinical site to provide to ISS with your CPT form. If you are not in the dental program, please request a letter from the prospective CPT employer/supervisor on original company letterhead including:
  - a. Company name and physical location of the CPT work
  - b. Start and end date of the CPT
  - c. Number of hours per week
  - d. Role and responsibilities during CPT
  - e. Supervisor's name, phone number, and email address
  - f. Supervisor's signature and date
5. Turn in the CPT form and a copy of your schedule to ISS for review. If you are approved, then you will receive a new I-20 with your CPT information on page two. Do not start until the start date on the CPT-approved I-20, otherwise your SEVIS record may be terminated for unauthorized employment.



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**SECTION I -- TO BE COMPLETED BY THE STUDENT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Which kind of CPT are you requesting "Full Time" or "Part Time"? \_\_\_\_\_  
 What is your current program of study? \_\_\_\_\_  
 Is this an associate degree or a certificate of achievement? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II -- TO BE COMPLETED BY THE  
 INSTRUCTOR OF THE COURSE, PROGRAM COORDINATOR, OR DEAN OF THE COURSE**

Faculty, Coordinator, or Dean's Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ MCC E-mail: \_\_\_\_\_  
 Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
 Number of Credits: \_\_\_\_\_  
 Full Name of the Company/Organization/Employer: \_\_\_\_\_  
 Address where work is to be performed: \_\_\_\_\_  
 City, State, & Zip Code \_\_\_\_\_

Internship/Practicum Job Title: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Note: The start and end dates of CPT must be within the dates of MCC's quarters.**

Maximum number of hours per week: \_\_\_\_\_  
 Description of work to be performed: \_\_\_\_\_

**Check One**

The above course is a REQUIRED part of the student's curriculum.  
 The above course is NOT REQUIRED, but academic credit(s) will be awarded upon successful completion of the course, and the credit(s) will count toward degree requirements. Please explain how this will fulfill degree requirements.  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION III – TO BE COMPLETED BY ISS**

In accordance with 8 C.F.R. § 214.2(f)(10), the above request for CPT is:  
 Approved  Denied Reason: \_\_\_\_\_  
 STRK Notes  
 Enter CPT information in SEVIS  
 Student signs the I-20, ISS makes a copy of the I-20  
 P/DSO Initials & Date: \_\_\_\_\_

Scan and file  
 Nondiscrimination and Equal Opportunity Statement— Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees