WHAT IS CURRICULAR PRACTICAL TRAINING (CPT)?
The United States Citizenship and Immigration Services (USCIS) defines Curricular Practical Training (CPT) as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." [8 CFR 214.2(f)(10)(i)]. CPT is only available prior to the completion of your degree program and you must have a job offer at the time of application.

Two Types of CPT
• Required part of program – the academic program requires employment in the field of study prior to graduation.
• Non-required part of program – the practical experience is for credit and directly related to your field of study. You must be enrolled for course credit while engaging in this type of CPT.

Part-Time VS. Full-Time CPT
• Part-time CPT - Employment for 20 hours or less per week is considered "part-time" CPT. There is no limitation on the length of time you may participate in part-time CPT. You must be simultaneously enrolled full-time in order to maintain lawful F-1 status.
• Full-time CPT - Employment for more than 20 hours per week is considered "full-time" CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility for Optional Practical Training (OPT).

WHO IS ELIGIBLE FOR CPT?
Students who are in F-1 status and have been enrolled full-time at St. John's University for at least one full academic year are eligible for CPT. You must have a job offer before applying for CPT authorization.

WHEN CAN I APPLY?
You are eligible to apply up to 90 days before the end of your first year of study. CPT employment cannot begin until the first academic year is complete. You CANNOT begin to work before you obtain CPT authorization from the International Student & Scholar Services Office.

** PLEASE BE AWARE THAT YOU CANNOT START YOUR PAID INTERNSHIP UNTIL ISSSO HAS AUTHORIZED YOUR EMPLOYMENT ON YOUR I-20 **
CPT APPLICATION PROCEDURE

Submit the following items to the International Student & Scholar Services Office:

• A copy of the course description as it appears in the St. John’s University Bulletin or departmental bulletin;

• The completed "Supervising Department Chair Recommendation for CPT" (seen below)

• A copy of the job offer letter on official company letterhead. The job offer letter must contain the following information:
  - The student's name;
  - Statement of the job offer
  - The company's name AND address
  - The number of hours to be worked (or full or part-time specified)
  - The EXACT start and end dates of employment

• After you submit the above documents it will take our office approximately 2-3 business days to process your CPT employment. You will receive a new I-20, and on the third page you will find the dates of employment and the company's name and address.