



Curricular Practical Training (CPT)

General Information

Curricular Practical Training (CPT) is one type of work permission available for eligible F-1 students. CPT is an alternative work/study, internship, cooperative education or other type of required internship or practicum that a sponsoring employer offers through agreements with a student's school.

CPT must be authorized and must occur before a student's program end date on the Form I-20. It must relate directly to the student's major area of study and must be an integral part of the school's established curriculum. CPT can be full-time (during school breaks for undergraduates) or part-time (while classes are in session). CPT is authorized in SEVIS by the school's Principal Designated School Officer or a Designated School Officer.

Students must secure the training opportunity before CPT can be authorized. A student may begin work for CPT only after receiving his or her I-20 with the PDSO or DSO endorsement and may not begin working before the CPT start date indicated on the I-20. Students may not work past the CPT dates authorized on the I-20. Students must be registered for an internship course at BHCC before CPT can be authorized.

One year or more of CPT eliminates students' OPT eligibility at the same educational level (i.e. Associate's, Bachelor's, Master's).

Students may be able to engage in CPT more than once during their degree program, but each CPT experience will require a separate course registration and PDSO/DSO authorization, and each course must count toward the student's degree program.

Eligibility

A student is eligible for CPT if:

- * The student has been a full-time student for one academic year in an SEVP-certified institution of higher education.
- * The student's proposed CPT employment directly relates to the student's major area of study and will be credited toward requirements for graduation.
- * The student's Advisor confirms via signature that the CPT experience/internship course will be credited toward his or her graduation requirements.
- * An established internship or independent study course has been established that is counted as academic credit.

Process to Apply

1. Begin the process at least two weeks **prior to the registration period for the term in which you want to engage in CPT. Sample dates:**

For Spring CPT:	October 15
For Summer CPT:	March 15
For Fall CPT:	April 15
2. Meet with your Academic Advisor to determine whether there is an appropriate course in the catalog through which you can participate in CPT and whether there is adequate support.
3. Visit the office of Internships and Career Development and/or your Academic Advisor to discuss your plans and utilize resources to locate an opportunity and apply.
4. Apply for appropriate internships and go through the interview and hiring process.
5. If an appropriate employer agrees to hire you for an internship, complete internship paperwork with the Office of Career Services.
6. Complete a CPT Authorization form, obtain the signature of your Academic Advisor, then submit the form to the International Center.
7. On notification from International Student Services, access your new I-20 with the CPT authorization/endorsement, sign and date it, then provide it to the CPT employer to show that you are authorized to work. **DO NOT** work for the employer before or after the authorized CPT dates on your I-20.
8. Complete all assignments associated with the internship course and submit them as instructed by your overseeing faculty.



Curricular Practical Training I-20 Request Form

This form is also available at <https://www.bhcc.edu/internationalcenter/internationalforms/>

- Complete this form and get a recommendation signature** from your academic department at the bottom of this form.
- Enroll** in the appropriate course in order to receive credit for CPT. **Print your enrollment confirmation** and **attach** it to this form. Login to Self-Service required.
- Submit** the job offer letter from the employer
- Submit** an approval notice from Internship Coordinator at the Career Services (if applicable)
- Pick up your new I-20** at the International Center four business days after submitting your application at the International Center.

Student Information:

Family Name:	First Name:
Student ID Number:	SEVIS ID Number:
Major/Department:	Level of Student: Certificate Associate
Telephone:	Email:

Employment Information:

Job Title: _____ **Full-Time** **Part-Time**

****CPT start dates can be no earlier than the first day of semester instruction for the term the student is registered in the internship course for, and end dates can be no later than the first day of finals for that term.**

Requested CPT Start Date: _____ **Requested CPT End Date:** _____

Company Name: _____

Company Street Address: _____

Company City: _____ **State:** _____ **Zip Code:** _____

Physical Site of Activity Name: _____

Physical Site of Activity Address: _____

Academic Recommendation to be completed by the Director of Internships and Career Development

By signing below, I confirm that this work experience is directly related to the student's academic program and will fulfill a degree requirement for the student:

Director or Designee Name (Printed): _____

Director or Designee Signature: _____ **Date:** _____

****Please note:** Authorization will NOT be granted for work that has started before submitting this form.