



CURRICULAR PRACTICAL TRAINING

**International Student &
Scholar Center (ISSC)**
Pine Dale Hall, Suite 7123
intl_office@umassd.edu
http://www.umassd.edu/international_students/

WHAT IS CURRICULAR PRACTICAL TRAINING?

Curricular Practical Training (CPT) is an **employment opportunity**, in the United States, available to an international student in their field of study, while in valid F-1 visa status.

CURRICULAR PRACTICAL TRAINING

In order to be considered CPT, the experience must be a “**required**” or “***integral part of the established curriculum***” and “***directly related to the field of study.***”

TYPES OF CURRICULAR PRACTICAL TRAINING

“Coop or other required” training, which is a **required** part of the curriculum for the degree program, always meets the requirements for curricular practical training. Required means that you cannot complete the degree without the class.

Credit-bearing training opportunities that are an **integral** part of a program of study may be used for CPT.

LAW SCHOOL STUDENTS

UMass Law School does not permit field placement students to be paid by the placement for work performed. Students may receive approved third-party payment, such as a summer stipend or a fellowship stipend. Students may be reimbursed by the field placement for reasonable expenses, such as travel.

Please consult with an Advisor in the ISSC.

ELIGIBILITY FOR CURRICULAR PRACTICAL TRAINING

In order to be eligible a student must currently be in **valid F-1 status**, and have been **enrolled for one full academic year**.

ELIGIBILITY EXCEPTIONS FOR CURRICULAR PRACTICAL TRAINING

A student who applies for and is granted a **reinstatement** to F-1 may be eligible for CPT if they had accumulated a minimum of the one full academic year prior to falling out of status.

If they did not accumulate one full academic year prior to reinstatement, the “year” begins after the reinstatement is granted.

ELIGIBILITY EXCEPTIONS FOR CURRICULAR PRACTICAL TRAINING

Students who have had an authorized **reduced course load** during the first full academic year are still able to apply for, and receive approval for CPT.

TIME AND CURRICULAR PRACTICAL TRAINING

Students must apply for and use CPT prior to the completion of the academic program.

Any student who has completed all their academic credits and/or has **already begun thesis or project continuation is not eligible** to apply for CPT at UMass Dartmouth.

Approval will not be given for CPT if the credits are in excess beyond the amount required and/or are not necessary to complete degree program.

TIME AND CURRICULAR PRACTICAL TRAINING

The training may be **full time** (more than twenty hours per week) or **part time** (twenty hours or less per week). Certain conditions apply that determine whether the CPT can be full or part time.

CPT can be during **summer** vacation time or during the **fall/spring semester**.

The deadline to apply for CPT is the last date of the add/drop period.

The training may be **paid** or **unpaid**.

TIME AND CURRICULAR PRACTICAL TRAINING

Students may apply for **full or part time CPT during their summer vacation** as long as it is accompanied by registration for an approved credit bearing course with the UMass Dartmouth University Extension.

EXCEPTION TO PART TIME CPT DURING THE SEMESTER:

Students may apply for **full time CPT during the Fall or Spring semester** as long as **all** of the following conditions are met:

- ✓ If it is the last semester of credit coursework of the student's academic program,
- ✓ *AND* the student is pre-approved for a reduced course load (RCL)
- ✓ *AND* the one course approved for the *RCL and CPT* is the last course they will need to take for their degree program.

CPT, PAID OR UNPAID, FOR ACADEMIC CREDIT

The ISSC requires CPT authorization for paid or unpaid internships in which you are receiving academic credit.

Internships, both paid and unpaid, are often offered by the private sector and must be related to the student's major field of study.

The U.S. Department of Labor has guidelines
for those seeking unpaid opportunities:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

TIME AND CURRICULAR PRACTICAL TRAINING

A student who participates in study abroad must have fulfilled the “one full academic year” requirement **prior** to the study abroad experience in order to be eligible for CPT when they return.

Study abroad outside of the United States, if longer than five months, is considered to be more than a temporary absence and could impact on the continuity of a student’s F-1 status and therefore on CPT eligibility.

TIME AND CURRICULAR PRACTICAL TRAINING

The **curriculum** of the particular degree program determines how much full time or part time CPT a student may take.

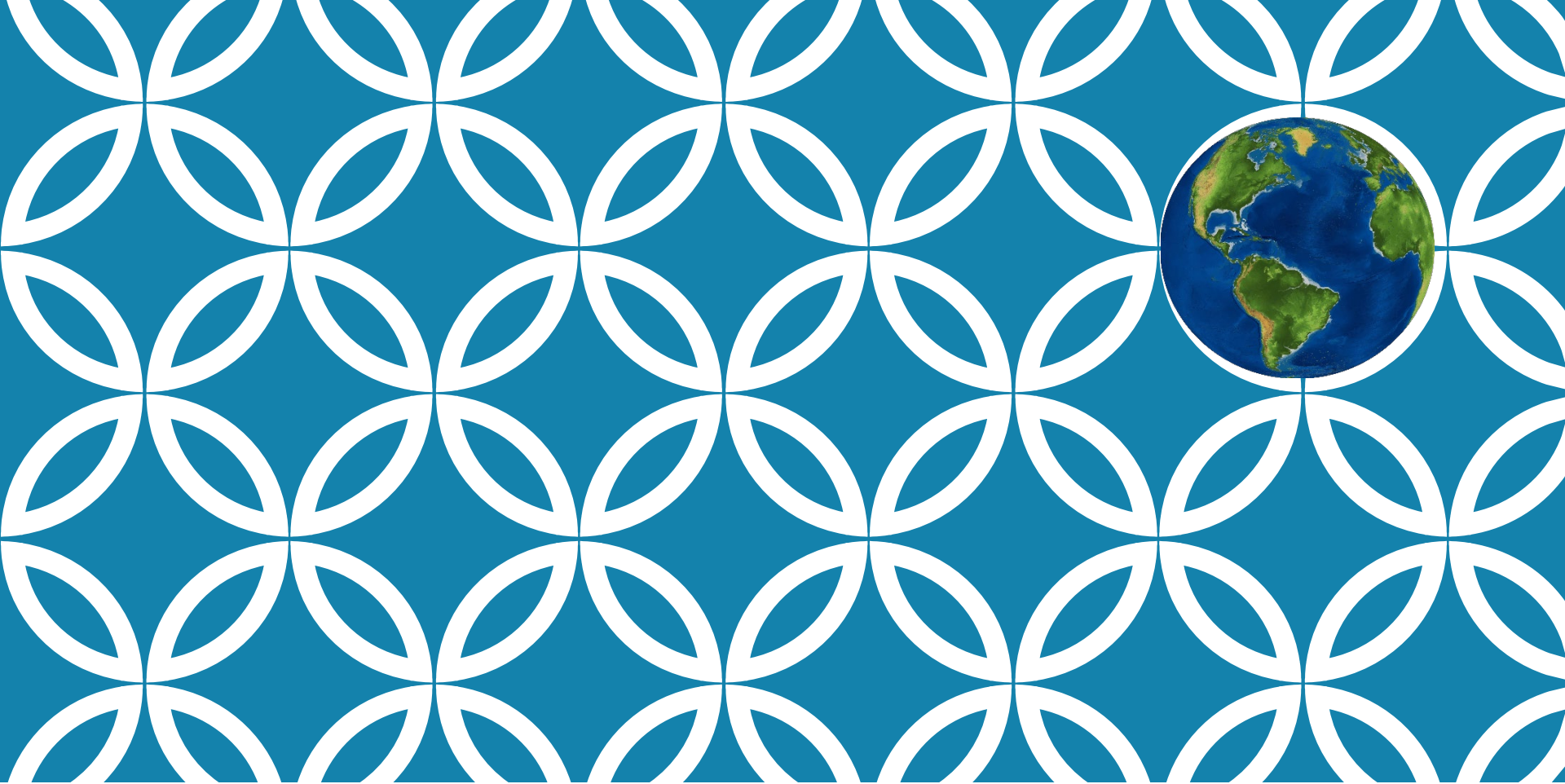
However, any student who is enrolled in 12 months or more of CPT is no longer eligible for the 12 months of OPT at that particular degree level.

TIME AND CURRICULAR PRACTICAL TRAINING

At UMass Dartmouth, given the current structure of the academic programs, **CPT is authorized by the semester**, including the summer session sponsored by University Extension

The time frame for CPT for the Fall and Spring terms is from the first day of the semester until the last day of finals. Summer CPT starts on a designated date just after the Commencement ceremony through the day before the Fall term begins. CPT will not be approved after July 1 during the summer.

Each semester or session requires a separate CPT authorization, employer letter, department authorization and proof of registration.



**APPLYING FOR CPT
AT UMASS DARTMOUTH** |

APPLYING FOR CURRICULAR PRACTICAL TRAINING

If a student meets the above stated eligibility and time requirements, they must:

- be registered for the credit bearing course
- have a written approval from their department stating that course is an integral or required part of their degree program (see sample letters on CPT web page)
- have a confirmed offer of employment

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

Attend a **CPT workshop** sponsored by the International Student & Scholar Center (ISSC)

Discuss CPT with Academic Advisor, determining the feasibility of a CPT experience in the particular degree program. The department must agree that if any credits are acquired during the CPT, they will be used as part of the degree audit for certification. The student will need to discuss if the course is required for degree completion and/or integral to the degree. It cannot be an “extra course.” The student will be required to present an academic paper at the completion of the CPT course.

The student **may be required, at the end of the CPT, to provide documentation** including but not limited to a letter from the company at the end of the CPT acknowledging that the student accepted and fulfilled the original job requirements.

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

Acquire CPT employment opportunity in field of study

Request a **signed offer of employment** on company letterhead stating the following:

- beginning and end dates of employment
- the number of hours per week they will work
- the salary
- the duties of the position
- full name, and full address of company location where they will be working
- contact person at the place of employment

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

Student will return to their academic advisor and request the CPT **approval letter** on the Department's University letterhead

http://www.umassd.edu/international_students/informationforf-1andj-1students/studentemployment/optandotheroff-campusemployment/

No electronic approvals will be accepted by the ISSC

The approval letter must be signed by faculty person who will be responsible for awarding the course credit, the Dean of the College and Department Chair (undergraduates) or Graduate Program Director and the Associate Provost for Academic Affairs (graduates)

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

The student will register for the course that will be considered CPT. During the summer session, the registration will be with UE and payment for the course will be based on the number of credits and whether it is undergraduate or graduate credits.

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

Student submits documents to the
International Student & Scholar Center:

- 1. an original letter of employment**
- 2. original signed letter from
department**
- 3. proof of enrollment for course(s)**

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

The ISSC staff person will review the paperwork, access the SEVIS database record and approve the student for CPT for the dates stated on the letter of employment and the signed approval letter from your academic department.

The student will receive an updated I-20 which will list the approval and dates for the CPT.

ON CURRICULAR PRACTICAL TRAINING

A student with Curricular Practical Training is still considered to be in F-1 status. Status must be maintained according to the regulations.

If the CPT requires a **change of address** even for a summer this must be reported in **your COIN account** within ten days of the move.



QUESTIONS?

**International Student &
Scholar Center (ISSC)
Pine Dale Hall, Suite 7123**

intl_office@umassd.edu

http://www.umassd.edu/international_students/