



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.

CPT experience can be paid or unpaid.

A job offer letter is required at the time of application.

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

A) “*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.

Example: Law students – pro bono or field placement

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

Example: EGR 500

LAW SCHOOL STUDENTS

- An internship must be either for credit or for pay. It may not be both.
- Please consult with ISSC and the Law School

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.

***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

1. Students must apply for and use CPT prior to the completion of the academic program.
2. Any student who has completed all their academic credits and has **already begun thesis/project continuation is not eligible** to apply for CPT at UMass Dartmouth.
3. 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.

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 Online & Continuing Education

	Summer	Fall Semester	Spring Semester
# of hours	Part time or Full time	Part time*	Part time*
Start and end dates of work authorization	Monday after Commencement – day before Fall classes begin	1 st day of Fall classes – Last day of Fall finals	1 st day of Spring classes – Last day of Spring finals
Deadline to apply	July 1	Add/drop deadline	Add/drop deadline

*see next slide for exception

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

*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 and unpaid internships.

What is the difference between volunteering and unpaid internships?

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

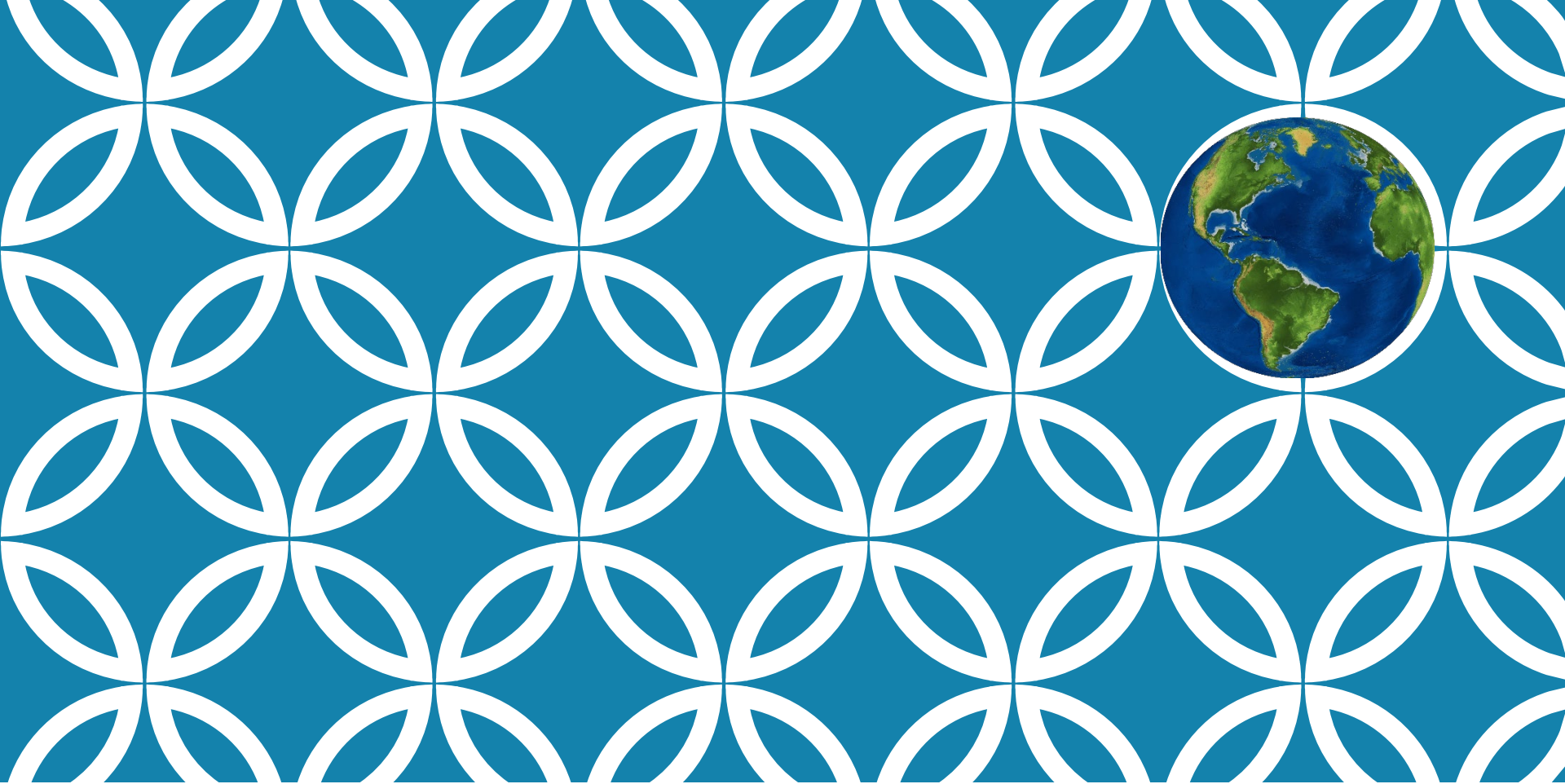
for lawful unpaid opportunities:

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

IMPACT ON OPTIONAL PRACTICAL TRAINING (OPT)

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.



**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 CPT approval letters on ISSC website)
- have a confirmed offer of employment

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

- 1.) Attend a **CPT workshop** sponsored by the International Student & Scholar Center (ISSC)
- 2.) **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 may be required to present an academic paper at the completion of the CPT course.
- 3.) 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 (CONTINUED)

4.) Student provides their academic advisor with the **CPT approval letter** on the Department's University letterhead

https://www.umassd.edu/international_students/information-for-f-1-and-j-1-students/student-employment/curricular-and-optional-practical-training/

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).

5.) Student registers for the course that will be considered CPT.

APPLYING FOR CURRICULAR PRACTICAL TRAINING AT UMASS DARTMOUTH

6.) Student submits the CPT eFORM to the International Student & Scholar Center:

- 1. letter of employment**
- 2. signed CPT approval 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 CPT approval letter from your academic department.

The student will receive an updated I-20 which will list the CPT authorization on page 2, including the start and end dates.

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 the 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/