

Curricular Practical Training (CPT) must be an **“integral part of an established curriculum”**, and is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreement with the school.” **(8 CFR 214.2 (f)(10)(i))**.

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### CPT can be authorized for:

- An internship/practicum course or another type of practical/field experience required to complete the degree program.
  - An internship/practicum course which is **optional but integral** to a student’s academic program
  - An internship/cooperative education program offered through the FGCU Internships & Co-Operative Programs.
  - Please review the FGCU Internships & Co-Operative Programs [website](#).
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### Eligibility Requirements

- Maintain good academic standing at the university
  - Maintain F-1 status for at least one academic year (two consecutive full-time semesters) before the CPT start. *(EXCEPTION: Graduate students required to complete an internship for their degree program may begin CPT any time during their program of study)*
  - Identify an opportunity that falls under the definition of Curricular Practical Training as explained above.
  - Enroll full-time while pursuing CPT regardless of whether CPT is authorized full-time or part-time. Students who have completed all required coursework (except thesis/dissertation hours) are not eligible for CPT *(EXCEPTION: CPT for thesis/dissertation students can be requested if it is necessary for data collection towards thesis/dissertation)*
    - Students should avoid pursuing full-time CPT unless (1) it is required for a degree program or (2) during the summer semester when full-time enrollment is optional.
    - Enrollment below a full course load to accommodate CPT employment is not permitted during fall and spring. **Exception:**
    - Students who have completed all required coursework (except thesis/dissertation hours) are not eligible for CPT *(EXCEPTION: CPT for thesis/dissertation students can be requested if it is necessary for data collection towards thesis/dissertation)*
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### CPT Authorization Requirements

- An employment offer is required before CPT approval
- A change in employer requires the approval of your DSO & the Global Engagement Office
- **Written authorization must be obtained from GEO before the employment start date. Authorization is granted one semester at a time, for up to two semesters per degree level.**
  - CPT must be authorized before the employment start date. Working before receiving CPT authorization constitutes unauthorized employment.
  - Although regulations do not specify the number of CPT authorizations a student may receive, ISSS will authorize no more than two semesters of CPT per degree level. Students who wish to continue employment beyond two semesters should consider other Optional Practical Training (OPT) options before degree completion.
  - CPT may be authorized part-time (20 hours per week or less) or full-time (more than 20 hours per week). Part-time CPT does not affect eligibility for Optional Practical Training (OPT). Full-time CPT reaching a total of 12 months will cancel eligibility for OPT



## Curricular Practical Training (CPT) Authorization Request Form

### Part I: To be completed by STUDENT

LAST NAME, FIRST NAME EAGLE ID: \_\_\_\_\_

Degree Level:  Bachelor's  Master's  Doctorate  Other

Employment Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Hours I will work each week: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

### Part II: To be completed by ACADEMIC ADVISOR

The above student must be enrolled in an internship, co-op, or practicum course offered in his/her academic department to be eligible for CPT authorization. The student is registered in the following course to satisfy this requirement:

Term	Year	Credit Hrs	Course Number	Course Title

### Employment Details

Employer (Company Name):		Supervisor:
Street Address:		
City:	State:	ZIP Code:

I confirm that the appropriate departmental representative has approved the internship site listed above. The student's training will fulfill the requirements of his/her academic program and/or the indicated internship course. I also certify that this student's internship is:

- A **required** part of the established curriculum in this department, the student must participate in the internship to complete his/her degree program requirements and graduate.
- An **integral** (not required) part of the established curriculum in this department, which may include optional internships or practicum experiences.

Student's expected completion date: Month: \_\_\_\_\_ Year: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

The student has completed \_\_\_\_\_ (number/amount of) credits and needs additional \_\_\_\_\_ credits to graduate.

### FOR GRADUATE STUDENTS WHO WILL COMPLETE A THESIS OR DISSERTATION:

Has the student completed all required coursework for the program of study?  YES  NO

If NO, the student needs to take \_\_\_\_\_ additional credits to complete all coursework.

### Academic Advisor's Signature

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_ EMAIL \_\_\_\_\_

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