

CURRICULAR PRACTICAL TRAINING (CPT) for F-1 students

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 agreements with the school.” (8 C.F.R. 214.2 (f) (10) (i)).

CPT can be authorized for:

- An internship/practicum course or other type of practical/field experience **required** to complete the degree program
- An internship/practicum course which is **optional, but integral** to 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](#)

Eligibility Requirements

- Maintain good academic standing at the university
- Maintain F-1 status for at least one academic year (two consecutive full-time semesters) prior to start of CPT.
(*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 which 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) it is during the summer semester when full-time enrollment is optional.
 - Enrollment below 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*)

CPT Authorization Requirements

- Employment offer is required prior to CPT approval
- A change in employer requires ISO review and approval
- **Written authorization must be obtained from ISO prior to the employment start date. Authorization is granted one semester at a time, for up to two semesters per degree level.**
 - CPT must be authorized prior to the employment start date. Working prior to 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 options such as Optional Practical Training (OPT) prior to 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

Eagle ID: _____

LAST NAME _____ FIRST NAME _____

Degree Level: Bachelor's Master's Doctorate Other

Employment Start Date: _____/_____/_____(MM/DD/YYYY) Number of hours I will work each week _____
 Employment End Date: _____/_____/_____(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 in order to be eligible for CPT authorization. The student is enrolled 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 and that the student's training there will fulfill the requirements of his/her academic program and/or the internship course indicated. 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 to 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 _____ credits and needs to take _____ additional credits in order 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 in order to complete all coursework.

Academic Advisor's Signature

Name (Print) _____ Title _____
 Department _____ Phone _____ E-Mail _____
 Signature _____ Date _____