F-1 Curricular Practical Training (CPT)
Office of International Students and Scholars
Eastern Illinois University

Curricular Practical Training is an opportunity for F-1 international students who are in good academic standing to gain off-campus work authorization for internship or coop **in their field of study**.

CPT is available only prior to the completion of your degree program. It must be an integral part of your curriculum, required for you to graduate, and you must have a job offer at the time of application. If needed, you can consult your Graduate Coordinator about enrolling in an internship or coop class.

Please be aware that 12 months or more of full-time CPT will eliminate your eligibility for Optional Practical Training (OPT). During summer term you can do CPT and not be enrolled in any other classes, however, you MUST be enrolled in at least one credit hour CPT internship or coop. During fall and winter terms, you must be enrolled full-time or have an approved Reduced Course Load (RCL).

CPT During Final Term

If you are enrolled part-time in your final term before program completion, you must have received Reduced Course Load (RCL) authorization from your Graduate Coordinator. This form must be submitted to OISS. Please note that you must take at least one credit along with your CPT on the final semester. This includes an in-class or hybrid course. **The credit CANNOT be online**. Being on Reduced Course Load will automatically put you in your final semester and you will be required to graduate at the end of that semester or you will be out of status.

*Note: Work authorization is necessary for engaging in both paid and unpaid internship. There is a difference between volunteering and engaging in an unpaid internship. Volunteering refers to donating time with an organization whose primary purpose is charitable or humanitarian in nature, without remuneration or any other type of compensation. Authorization is not required for volunteering. The U.S. Department of Labor has guidelines for those seeking an unpaid internship. https://www.dol.gov/whd/regs/compliance/whdfs71.htm

Eligibility Criteria

To be eligible for CPT, you must:
- Have been lawfully enrolled on a full-time basis for one academic year (i.e. two full consecutive terms) unless your academic program requires immediate participation for all students.
- Be in lawful F-1 status
- Have a job offer
- Receive approval from Graduate Coordinator (see form below)

Step One

COMPLETELY fill out the CPT recommendation form and Student Internship Agreement form below, including signatures.

Step Two

Bring the CPT and internship forms, employment offer letter, and your class schedule for the term you will be doing CPT to OISS **at least two weeks** before you plan on beginning your job. The letter must be on letterhead and include the start & end date of your internship as well as duties of the internship. CPT is approved per semester. A new application must be submitted to extend your CPT.

Graduate Coordinator Recommendation Form
For International F-1 Student Curricular Practical Training

This form provides OISS with information required to grant CPT work authorization to an international student in F-1 visa status. The Graduate Coordinator must complete and sign section 2.

STUDENT INFORMATION
Name:_____
Major Field: _____
SEVIS ID (upper left corner of I-20):_____   **E-number**_____

1. **INTERNSHIP INFORMATION:** Company Name: (Employment offer letter required.)

   _____

   Job Location Address: (must be actual address where you will be working)

   _____
   Number of hours per week (part-time is 20 hours or less):_____
   Begin Date: _____
   End Date: (CPT is approved on a per semester basis): _____

2. **CURRICULAR CREDIT FOR THE INTERNSHIP:** Graduate Coordinator MUST certify and check ONE of the following (A-B)

         A. _____**The student will earn credit in a course.**
         Course Title & Number: _____

         B. _____**The work is related/required to the student's degree program.**
         Degree level and field:_____

         _____

As the student's Graduate Coordinator, by signing this form you are certifying that this employment is REQUIRED for the academic CRE work authorization and that student is enrolled in an internship or coop class. You are also certifying that student is enrolled full-time if spring or fall semester.

_____   **Date**_____
    Graduate Coordinator Signature

NOTE: **If CPT is to go beyond the end date listed above the student is required to submit a new recommendation form. Student MUST have an I-20 showing this CPT is authorized BEFORE they can begin working.**

You must contact OISS before you change CPT employers!

Undergraduate/Graduate Internship Agreement Form

This agreement establishes a relationship between Eastern Illinois University (referred to as the University) and the cooperating entity _____ (referred to as the Entity).

Student Name: _____   Student Phone: _____

Student Email: _____ # of Credits: _____ # of clock hours: _____

Department Name: _____   Student E#: _____

Entity Supervisor: _____   Entity Phone: _____

Entity Email: _____

Entity Address: _____ _____ _____ _____
                      (street)   (city)   (state)   (zip)

Start date: _____   End date: _____

I. **Responsibilities of the University**
   a. Approve student selection of the Entity and for registration in the internship course.
   b. Provide liability coverage for students enrolled in the internship course.
   c. Provide an internship coordinator to act as liaison between the academic department and the Entity who will:
      i. Maintain communication with the Entity and the intern.
      ii. Assign the appropriate grade/credit for the internship course.
      iii. Instruct students on the importance of confidentiality with respect to any services the Entity may provide its clientele.

II. **Responsibilities of the Entity**
   a. Designate a staff member responsible for coordinating, directing and supervising the intern's experience. Such expectations include, but are not limited to, the following:
      i. Communicate with the internship coordinator as needed.
      ii. Conduct evaluations of the intern in accordance with University expectations.

iii. Arrange for professional working space and appropriate facilities, as needed.
iv. Provide sufficient amount of work hours to complete internship expectation.
v. Notify the internship coordinator of any situation that may prevent the intern from successfully completing the internship.
vi. Orient the intern to all applicable policies and regulations of the Entity.

III. **Responsibilities of the Student**
a. Comply with all Entity policies and procedures concerning employee behavior and performance.
b. Submit all documents as required by both the University and the Entity as they relate to the application for, and completion of, the internship.
c. Complete the expected number of clock hours with the Entity as determined by the credits to be earned through the internship.
d. Behave in a manner that reflects the highest degree of ethical and professional conduct while performing the internship.
e. Report to the internship coordinator any conditions or occurrences that do not meet the professional expectations of the internship.

_____
Student signature   Date

_____
Entity supervisor signature   Date

_____
University Internship Coordinator   Date

_____
University Dept. Chairperson   Date

_____
University Dean   Date

Upon Dean Approval please return agreement to the Internship Coordinator.

Internship Coordinator - please submit electronic copy of completed agreement to Career Services at careers@eiu.edu.