

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 internships or other work **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 and you must have a job offer at the time of application.

Please be aware that 12 months or more of full-time CPT will eliminate your eligibility for Optional Practical Training (OPT). 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 advisor or 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)

*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 department or advisor (see form below)

Step One

Fill out the student information and internship information sections of the attached CPT recommendation form **COMPLETELY**, and then have your advisor fill out and sign in section two of the form.

Step Two

Bring your signed CPT recommendation form and employment offer letter to OISS **at least two weeks** before you plan on beginning your job. The letter must be on letter head and include the start & end date of your internship. CPT is approved per semester. A new application must be submitted to extend your CPT.

***Please wait 2 weeks to receive your I-20. Do not send multiple emails.**

You must contact OISS when switching CPT employers. A new I-20 will be issued within 2 weeks.

**Academic Advisor's 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 academic advisor must complete and sign section 2.

STUDENT INFORMATION

Name: _____
Major Field: _____
SEVIS ID (upper left corner of I-20): _____

1. **INTERNSHIP INFORMATION:** Company Name: (Employment offer letter is also required.)
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Job Location Address: (This must be the actual street address of where you are working)

Number of hours per week: _____

Begin Date: _____

End Date: (CPT is approved on a per semester basis): _____

2. **CURRICULAR CREDIT FOR THE INTERNSHIP:** An academic advisor **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: _____

Academic Advisor Certification: As the student's Academic Advisor, by signing this form you are certifying that this employment is **REQUIRED FOR THE ACADEMIC CRE** work authorization.

Signature of the Academic Advisor

Date _____

NOTE: If the 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.