Curricular Practical Training (CPT) is defined as an academically integrated part of an established curriculum. This employment (paid or unpaid) can be defined as “alternate work/study, an internship, a required cooperative education agreement with the approval of your program, or any type of cooperative agreement between a sponsoring employer and St. Lawrence University.”

Student Eligibility Requirements:

- Employment must be directly related to your major field of study and degree level.
  - Employment which is required to complete a degree objective – CPT authorization can be full/part-time depending on your program requirement. Proof of program enrollment will be confirmed by the program coordinator and course objectives established according to program requirements.
  - Employment which is not required to complete a degree objective – employment experiences not required but considered optional or recommended may be eligible for CPT authorization. The work must be directly related to your field of study.
  - Employment which relates directly to your SYE – employment supported by your faculty member because it is necessary for the completion of your SYE may be authorized for CPT. Employment experience must be an integral part of the curriculum and documented accordingly.
- You must maintain lawful F-1 status and have been a full-time student for at least nine (9) months.

CPT Eligibility and Notes:

- The employment experience must be an integral part your degree program
- Part-Time Training (less than 20 hours/week) – you may only be authorized for part-time training if you are completing coursework. This is inclusive of all employment on or off campus. There is no limit to the length of time you may participate in part-time training – however – authorizations will only be granted on a semester by semester basis.
- Full-Time Training (20 hours/week or more) –
  - Participation in twelve (12) months or more of “full-time” CPT will become ineligible for optional practical training (OPT).
- CPT Extensions – CPT extensions are possible – you must submit a new CPT application with the appropriate supporting documentation.
- Changing Employers while on approved CPT – is not allowed. CPT is employer specific and you must submit a new CPT application for review and approval.
- You may begin CPT employment – once you have received your ‘CPT I-20’ with CPT endorsement by the ISS. All employment may only occur during the authorized period noted on page 3 of your ‘CPT I-20’.

CPT Application Materials:

The following materials must be submitted to the Coordinator of International Student Services –

- Completed Program Coordinator or Academic Advisor’s Recommendation for CPT
- Offer letter from employer on official letterhead, which includes:
  - Your name and Job Title
  - Exact dates of employment
  - Number of hours you will work/week
  - Brief description of duties

Please return completed form to the Coordinator of International Student Services, Sullivan Student Center #236
Questions can be directed to Sara Trimm at strimm@stlawu.edu
CURRICULAR PRACTICAL TRAINING (CPT)
INSTRUCTIONS & AUTHORIZATION REQUEST FOR INTERNATIONAL STUDENTS IN F-1 STATUS

Student Information
Student Name: ____________________________________ Student ID: _________________________

Major: _________________________________________ Academic Advisor: ____________________

Employment Information
Job Title: ________________________________________  □ Part Time (less than 20 hours/week
□ Full time (20 hours/week or more)

Requested Dates of Employment:  Requested Start: __________  Requested End: _______________
(Note: these dates should come from employer’s letter)

Name of Employer: __________________________________________
Address of Employer: __________________________________________

I certify that the information I have provided is related to this CPT experience is accurate and that I understand the following:

• I may not begin my employment until I have received the updated I20 authorizing this employment.
• I may only work between the dates indicated on my authorization I20 for CPT.
• I must maintain a full course load during each semester and abide by all enrollment and check-in procedures.
• I must enroll in ND 147 or the equivalent to reflect CPT placement during each semester of employment – unless – this experience is required for my degree program, or it is directly related to my SYE.
• I must report any changes of name, address and/or termination of employment to the ISS.

Student Signature: ________________________________________ Date: _______________

Academic Advisor Recommendation– The above student is applying for work authorization under Curricular Practical Training (CPT). This Authorization requires certification that the employment experience is integral to the students program of study. Please complete the information below and give a brief statement summarizing why CPT is recommended for this student.

Student’s Expected Graduation Date: __________ Is the student making normal progress? ☐ Yes ☐ No
I certify that this training is required to complete his or her academic program:  ☐ Yes ☐ No
(Note: Experience is required of all students in the program (i.e. BLA, NYC semester, etc.)

Program: ____________________________  Semester Enrolled: ________

I certify this training is not required for the degree but is recommended for this student:  ☐ Yes ☐ No
(Note: Student must enroll in 1 course credit for each semester of CPT authorization, including summer term)

Course No./Section: __________  No. of Credits: _____  Semester enrolled: __________

This student is working on his/her senior year experience: Select a statement and include relation in the summary below
☐ I certify this CPT experience is directly related to this student’s final project – SYE
☐ I certify this CPT experience is not directly related to this student’s final project – SYE

Please summarize why this experience is recommended for the student:
Note: Describe the work involved – goals of the project – requirements for the student (i.e. written report, weekly conference, etc.)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

I recommend this student receive curricular practical training experience.

Advisor’s Name and Title: _________________________ Signature: _________________________ Date: _________________________