

Curricular Practical Training Information Sheet

Eligibility for CPT:

- You must be lawfully enrolled on a full-time basis one full academic year before you qualify for CPT.
- Sabra Shelly must approve your employment on your I-20 before you can begin work.
- CPT is only available if you have not completed your course of study.

*Keep in mind that if you are working under the Curricular Practical Training for more than one year (365 days) full-time, you will not be eligible for Optional Practical Training.

Curricular Practical Training Application Process:

- 1) Obtain CPT confirmation form.
- 2) Obtain signature from the dean of your school as well as a letter confirming that you will be receiving course credit for the work.
- 3) Obtain letter from your employer on official company letterhead confirming your proposed employment dates and activities, number of hours that will be worked each week, and his/her contact information.
- 4) Bring all of the above to Sabra Shelly in the Admissions office.