

# SARAH LAWRENCE COLLEGE

## INTERNATIONAL STUDENT SERVICES

### Curricular Practical Training in F-1 Status

#### Definition:

Curricular Practical Training (CPT) is employment pursuant to an internship or fieldwork requirement or Internship elective (i.e. the Internship Practicum Course) which is an integral part of the established curriculum at SLC, and which will earn credit towards completion of your degree.

#### Eligibility to Engage in CPT:

You must be a degree candidate who has been in lawful status for at least one academic year. Graduate students are eligible from their first semester of enrollment if the fieldwork or internship is a requirement of their program.

You must have been offered a specific training opportunity that must fall into one of the following categories:

- Undergraduates: as part of an approved Internship Practicum Course **OR** Fieldwork Course, both of which count towards completion of your degree.
- Graduate students: as part of a required fieldwork, practicum, or internship course required by your program.

***We strongly recommend that you use CPT, even if you accept an unpaid internship!***

#### Restrictions:

US Citizenship and Immigration Services (USCIS) regulations do not place an absolute limit on the amount of CPT you may utilize. However, if you engage in one year or more of full-time CPT, you will lose your eligibility to engage in Optional Practical Training.

CPT is always part-time during the academic year (maximum of 20 hours per week).

CPT may be full-time during the annual vacation.

CPT taken with academic year coursework should, as with all other courses, be approved at the beginning of the semester in which the course is taken.

The CPT must be completed during the same semester in which it is approved.

Do not begin CPT employment until **after** your international student adviser has updated your SEVIS record, a SEVIS I-20 has been printed with the approved employment indicated on it, **and you have the new Form I-20**. The endorsement will indicate the precise details of the authorized training, including the name and location of the employer, the specific dates of the training period, and whether it is full-time or part-time.

#### What's good about CPT?

- \* No lengthy application process
- \* No fee
- \* Keeps your OPT eligibility intact
- \* Earns academic credit toward your degree

#### What are the limitations of CPT?

- \* There is no post-graduation CPT
- \* Not every employment opportunity leads to CPT
- \* Approval is not automatic

#### Procedure:

Undergraduate students: Register for the Internship Practicum Course **OR** recruit a faculty sponsor and complete a Fieldwork Proposal (pay attention to deadlines!). More information can be found on the "[Academic Credit for Internships](#)" MySLC page.

Graduate students: Students in the Art of Teaching, Child Development, Dance/Movement Therapy, Health Advocacy, and Human Genetics programs, must register for the required fieldwork, practicum, rotation or internship course in their program. Students in other programs must file a Fieldwork Proposal form.

*\*\*\*You are encouraged to submit all paperwork before the deadline to allow sufficient time for review of your fieldwork application and processing of CPT by the international student adviser \*\*\**

Submit the following documentation to your international student adviser (Shirley Be) as early as possible before you wish to begin employment:

1. CPT application
2. Copy of your current I-20 (page 1 and 2)
3. The most recent arrival record click here: [I-94 Record](#) (not the travel history)
4. Copy of your passport identification page
5. Undergraduates: proof of enrollment in Internship Practicum Course **OR** a copy of the approved Fieldwork Proposal and notification from the Dean of Studies that it has been approved.
6. Graduate Students: proof of your registration in the required fieldwork, practicum, or internship course, which you can find on MySLC
7. Letter from your don or Graduate Program Director, recommending the fieldwork or internship

8. Letter from the employer including the following information:
  - beginning and ending dates of employment
  - how many hours you will work weekly
  - a detailed description of duties to show job's relevance to coursework
  - location where employment will take place

**The international student adviser will:**

1. Review your application for eligibility
2. If you are eligible, we will update your SEVIS record, and will email your updated Form I-20 to you. (the DSO approval appears on page 2 of the new Form I-20. Your employer will need to see this authorization to put you on the payroll.

Note: you will not be able to start the position if the CPT information is not posted in your SEVIS record.

**Special Considerations:**

If you don't already have a U.S. Social Security card, you must apply for one at a Social Security Office. If you live near SLC, we suggest the Yonkers Office. You must bring your new I-20 that shows authorization for CPT.

You are required to register as a full-time student if you are authorized for CPT during the academic year.

CPT that exceeds 20 hours per week constitutes full-time CPT, and may reduce or eliminate your eligibility for post-completion OPT.

Students who engage in full-time CPT for twelve months or more prior to graduation will not be eligible for optional practical training (before or after completion of studies).

Can be used in increments, but by definition **cannot be used** following the completion of studies.

*Employment or Internship Must Be Directly Related to Your Area of Study.*