



## How to Apply for Curricular Practical Training (CPT)

1. Make an appointment with an International Student Advisor to discuss your employment opportunity (you need an internship offer to apply for CPT). Contact [iss@umsl.edu](mailto:iss@umsl.edu) or 314-516-5229 for an appointment.
2. At least **2 weeks** before your employment will begin, bring your application packet to International Student & Scholar Services.

Required materials:

- Curricular Practical Training Student Form
- Curricular Practical Training Academic Advisor Form
- Copy of employment offer letter on letterhead. Must list
  - Internship company name
  - Title of position
  - Job description
  - Job location
  - Start date/End date
  - Supervisor name
  - Supervisor contact information
  - Paid/unpaid
  - Number of working hours per week.
- Copy of class schedule showing registration in the appropriate course(s).
- Copy of passport photo page and visa
- Copy of your I-94
- Copy of current I-20 -- 1st page and travel signature page

If applicable:

- Copy of departmental internship course approval form or co-op agreement form

Drop off all required documents to the Office of International Student & Scholar Services or schedule an appointment with an International Student Advisor ([iss@umsl.edu](mailto:iss@umsl.edu)) to review the CPT application

3. The International Student & Scholar Services office will contact you to pick up your new I-20 document if your request is approved. This I-20 shows your CPT authorization and serves as your proof of work authorization.
4. Begin working only on the CPT start date that was approved by ISSS. Enjoy your training experience!



## Curricular Practical Training Student Form

Please submit your request and all supporting materials at least **2 weeks in advance** of your requested start date.

Name: \_\_\_\_\_ UMSL ID: \_\_\_\_\_  
Last Name First Name(s)

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of CPT authorization requested:  Full time  Part time (20 hrs/week maximum)

Requested Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requested End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy mm dd yyyy

- 1. Have you been a full time student since first gaining F-1 status?  Yes  No
- 2. Are you in good F-1 status now?  Yes  No
- 3. Do you have any delayed (DL) or F/N grades?  Yes  No
- 4. Are you currently on academic probation?  Yes  No
- 5. Have you ever applied for Optional or Curricular Practical Training before?  Yes  No

If yes, please list the type of practical training and the dates of each authorization period.

\_\_\_\_\_  
\_\_\_\_\_

6. List the employer name, address and phone number from your job offer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List the name and phone number for the professor overseeing your practical training experience.

\_\_\_\_\_

*Please read this acknowledgement statement and sign and date below.*

I have read and understand the information in this packet regarding Curricular Practical Training (CPT). I understand that as an F-1 student, it is my responsibility to complete the course or degree requirement for which my CPT has been authorized. I am aware that I must continue to make full-time progress toward my degree during the semester(s) of my practical training if my practical training occurs during the fall or spring semesters. I am aware that my work authorization is limited to the dates listed on the third page of my CPT I-20, and that I cannot work outside of these dates. If I am authorized for part-time employment, I understand that I am limited to working a maximum of 20 hours per week.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

International Student & Scholar Services  
Room 362 Social Sciences & Business Building  
1 University Blvd., St. Louis, MO 63121-4400



## Curricular Practical Training Academic Advisor Form

This form helps International Student & Scholar Services determine the student's eligibility for Curricular Practical Training – a type of work authorization available to F-1 students engaging in off-campus training that is required for or integral to their studies. Please send this form to ISSS in SSB 362. The student may also return this form to our office. Questions? Please call International Student & Scholar Services 314-516-5229.

**Student Name:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Has the student completed all required coursework for the degree?**  Yes  No

**Please mark all that apply.** (To qualify for CPT, one of the following options must be marked "Yes.")

1. Will the student receive academic credit for this training?  Yes  No

If "yes" please list the course number and title below.

\_\_\_\_\_

If the course is an independent study or research class, how will the student be evaluated?

\_\_\_\_\_

2. Is the student participating in an UMSL cooperative education program?  Yes  No

If "yes" please attach a copy of the learning agreement.

3. Is the training a graduation requirement?  Yes  No

4. Is the training required or integral to the student's dissertation?  Yes  No

**How is the internship/employment an integral part of the established curriculum of the academic program?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is the employment part-time (20 hours/week maximum) or full-time (over 20 hours/week)?**

Part-time  Full-time

If full-time is indicated above and will be completed in the Spring or Fall semester, please explain the academic necessity for full-time employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below confirms that the student listed above is a currently enrolled UMSL student making normal full-time progress toward his/her degree. I have met with the student and I am recommending that the student engage in this practical training in order to meet the academic requirements referenced on this form.

**Academic Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Room 362 Social Sciences & Business Building  
1 University Blvd., St. Louis, MO 63121-4400



## What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT) is a pre-completion, off-campus employment authorization available to students in good F-1 status. This type of authorization is for practical training that is an “**integral part of an established curriculum.**” This means that it must be a critical component of the academic program that the student is in (the “established curriculum”) or an optional track for credit toward the completion of the established curriculum.

On UMSL’s campus this benefit is only available to students whose programs require or accept practical training or internship credit for the completion of degree requirements; as well as programs that allow participation in cooperative education programs for academic credit.

## When can I participate in CPT?

Earliest – After one year of being an F-1 student in your degree program

Latest – Your final semester at UMSL

CPT is only available during your program of study. All requests for CPT must be within the program dates listed on your I-20.

## What does ‘integral or required’ mean?

Off-campus work that is required to satisfy degree requirements or course requirements would be considered ‘integral’ to the program of study.

There are three basic types of CPT.

1. Training programs that are a required part of an established curriculum (e.g. Student Teaching, Nursing Practicum, etc.);
2. For-credit training programs that are an integral, but not required, part of an established curriculum (e.g. internship courses); and
3. Cooperative learning programs done with employers that have an established co-op agreement with the university.

## Eligibility

In order to be eligible for full-time or part-time CPT students must:

- 1) Have a qualifying academic basis for the CPT (degree requirement, internship, co-op);
- 2) Have spent a continuous academic year in good F-1 status;
- 3) Be in good F-1 status at the time of the application for CPT;
- 4) Not be on academic probation; and
- 5) Be otherwise eligible for the internship/practicum.



## What is “good F-1 status?”

Good F-1 status means that you have completed a full-time load of courses each semester that you have been an F-1 student and you are making normal progress towards completing your course of study. You have no non-letter grades (DL, F/N, EX) that bring your total completed hours for a semester below full-time. If you were under enrolled, you requested and received prior ISSS approval and authorization. You have maintained your F-1 status since your entry to the U.S. (i.e. no status violations like working without authorization). You have maintained a valid passport and I-20 document. You have not engaged in any unauthorized employment. If you violated your F-1 status, you have since been reinstated and are currently in good F-1 status.

Undergraduate students must have been in good F-1 status for one academic year to participate in this type of training. Graduate students are exempted from this requirement if the program requires a student to participate in a practical experience within the first year of the graduate program.

## Internship Requirements and CPT

Students who plan to participate in paid or unpaid internships must have CPT off-campus work authorization **before** participating in that internship.

CPT can be authorized for students who are enrolled in internship courses that require off-campus work. Generally, students must enroll in at least three hours of internship to receive CPT authorization. In cases where the academic department has a policy or practice that allows the student to enroll in fewer than 3 credit hours, a letter from the department or advisor verifying the enrollment practice must also be submitted with the application materials.

CPT authorization is employer specific, so students must have a job offer in advance. While the authorization is valid, the student can only work for that employer. Work cannot begin until the CPT I-20 showing off-campus work authorization has been issued and the start date of the authorization has been reached. The authorized off-campus employment must end with the end date of the authorization.

## Limits of Authorization

Part-time CPT - Unlimited basis with no penalties until completion of the degree program (as long as eligibility requirements are met).

Full time CPT - Students who have used 12 months or more of full-time CPT are ineligible for Optional Practical Training (OPT).

## Enrollment and CPT

Students on CPT are required to maintain full-time enrollment during the semester(s) of their authorization, including any courses that are connected to their CPT authorization throughout the duration of their authorization period and/or complete the requirements for which their CPT was authorized. Students requesting CPT for the summer semester are only required to enroll in the course(s) for which the CPT authorization is required.