Curricular Practical Training
Application Procedures

As a student in F-1 status, you may apply for Curricular Practical Training (CPT) work authorization in your field of study if the practical training is an integral or required part of your established curriculum. This kind of practical training permits a student to take a temporary job or internship for a period no longer than one academic term at a time. Once the student completes all requirements for the degree, CPT is no longer an option.

To qualify for Curricular Practical Training, you must (1) be in lawful full-time F-1 student status for a full academic year (two semesters or three quarters), (2) be in good academic standing with the university, (3) the requested training must be an integral or required part of your program of study, and (4) have a job or internship offer.

Types of CPT:

- **Integral part of an established curriculum:** The student and the advisor will need to note the appropriate course number on the CPT authorization form. Students can either:
  - Be enrolled in an internship course or
  - Connect CPT to a relevant course being taken in that semester.

- **CPT over the summer:** students who wish to take CPT during the summer break under “an integral part of an established curriculum” may either register for a course in the summer months or connect CPT to a relevant course for the upcoming Fall quarter or semester. Students must supply proof of enrollment when applying for CPT.

- **Completion of doctoral dissertation:** internship may be done to engage in research necessary to complete a doctoral dissertation.

- **Required for the degree program:** In order for training to be considered “required,” all students in the degree program must be required to complete an internship in order to receive their degree.

If you meet the above conditions, you are eligible to apply for CPT. You must be authorized for CPT by the Office for International Programs before you can begin employment.

**To obtain CPT authorization:**

1. Obtain a job or internship offer letter from the proposed employer, which must include:
   - beginning and ending dates of proposed employment or internship
   - number of hours per week you will work
   - general title or nature of the work (e.g. computer programmer, accounting, etc.)

2. Complete Verification for Curricular Practical Training form with your Academic Advisor’s signature

3. Meet with an international student advisor to review your completed documents during walk-in hours between 1:00pm and 4:00pm Monday-Wednesday.
**Important Notes:**

You are **not** authorized to begin work until your new SEVIS Form I-20 has been endorsed by OIP.

You are limited to a total of 20 hours per week of work during the academic school year, and 40 hours a week during university scheduled breaks/holidays. **Exception:** Students whose academic program requires a full-time internship during the academic year.

If you engage in full-time CPT for a total of twelve months or more, you will no longer be eligible for Optional Practical Training.

**Please Note:** Once you obtain the written authorization from OIP on your SEVIS I-20, no further authorization is required by the United States Citizenship and Immigration Service.
CPT Verification

 SECTION 1: Student completes this section

Name of Student: (print) Loyola ID: 
Company Name: Name of immediate supervisor: 
Street Address: Title of immediate supervisor: 
City: State: Zip: Phone # of immediate supervisor: 
Dates of Employment From: To: 
Hours per week: □ Part-time (20 hrs or less) □Full-Time (21 hrs or more) 

 SECTION 2: Academic Advisor completes either Option A or Option B of this section

Option A: CPT as part of an internship course for which the student will receive academic credit: 
Name of Course: Course Number: 
Academic or Program Advisor Signature: Course Credit: 

Option B: CPT as an “integral part of the student’s curriculum”. 
Name of Course: Course Number: 
Academic or Program Advisor Signature: Course Credit: 

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