



# International Programs

## Curricular Practical Training Regulations

**Curricular Practical Training (CPT)** is off-campus employment authorization for international students in F-1 status. CPT is defined by U.S. immigration regulations as being an integral part of the student's curriculum and directly related to his/her major field of study (8 C.F.R. 214.2 (f)(10)(i)).

### Who can apply for CPT?

- To be eligible, you must have been in lawful F-1 status and enrolled fulltime for at least the past full academic year. If a graduate program *requires* immediate participation in off-campus training, CPT may be authorized.
- The training must *count as academic credit* toward your *major* degree program. If your academic department will not support your application for CPT, then you are not eligible for CPT.
- CPT is only available for *self-contained internships and practicums* that provide a concise opportunity for you to meet specific educational requirements, as described in a program's course of study in the MSU catalog.
- CPT is intended for students to meet a specific degree requirement, not to facilitate long-term employment. Therefore, repeat CPT requests will not be approved.
- CPT *cannot* occur after an I-20 extension unless it is a mandatory degree requirement (Ex: Student Teaching).

### When can I apply for CPT?

- You must have an employment offer before applying for CPT. CPT is authorized for one specific employer, at one specific location and during specific dates.
- CPT applications require a minimum of 5 business days to process after you have submitted the *completed* application to the Office of International Programs.

### How many hours may I work if approved for CPT?

- CPT authorization is strictly limited to part time employment (20 hours) during the academic year, unless the degree program *requires* fulltime participation. CPT may be fulltime during the summer as long as you are not enrolled in more than five summer credits.
- During fall and spring semesters, you are limited to 20 hours of total combined work. Those 20 hours can be divided between on-campus and CPT work. *If you plan to work 20 hours of CPT each week during the academic year, you may not work on campus.* CPT cannot be authorized for work that occurs on-campus.
- Students authorized for CPT receive a new I-20 with the training dates indicated on the second page. The new I-20 is your documented proof of work authorization. *You must not start the training until the dates listed on the new I-20. Working off-campus without explicit authorization is a violation of your F-1 status.* You must stop working on or before the CPT end date indicated on the I-20.
- According to current USCIS policy, if you use more than 364 total days of *fulltime* CPT, you will become ineligible for Optional Practical Training. Be aware that USCIS policy can change retroactively and without warning, so CPT may have an unforeseen effect on your eligibility for OPT after you graduate.

### What enrollment requirements apply to me while on CPT?

- You cannot drop the course taken tied to your CPT authorization, even if you stop working before the end of the semester. If you are dropped from the CPT course for *any* reason, including non-payment, your CPT will be cancelled immediately. You will not be able to reapply for CPT authorization until the following semester.
- You must maintain a full course of study during the period of training in fall and spring semesters, including the course connected to your CPT. The training must take place before you complete degree requirements.
- CPT cannot be the *only* course you take in your final semester unless required by your degree program (Ex: Student Teaching).
- Keep careful permanent records of all assignments submitted for the course along with your F-1 documents. These can be requested by Department of Homeland Security at any time.

*Student Certification: My signature below indicates that I understand the above information regarding Curricular Practical Training regulations and the authorization process. I also understand that failure to comply with any of the conditions listed in this document could result in the loss of my F-1 student status. Furthermore, I confirm that I have received a copy of this document to keep for my personal records.*

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date