



LAWRENCE UNIVERSITY  
APPLETON, WISCONSIN

## Curricular Practical Training (CPT)

F-1 regulations define Curricular Practical Training (CPT) as “alternate work/study, internship cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the university.” The International Student Advisor (ISA) must authorize an F-1 student to participate in a CPT program.

- **Eligibility:**
  - If you are currently in F-1 status and have, at a minimum, been enrolled as a full-time student during the nine months previous to the request, you may be eligible for CPT. Students not performing a formal degree program are not eligible for CPT.
- **Types of CPT:**
  - **Required** Curricular Practical Training is an internship or practicum that you **must** complete to earn your degree.
  - **For-credit** Curricular Practical Training allows you to earn academic credit toward your degree requirements in a job that is related to your field of study. It may be a required part of your degree program or an elective. **You must work with your advisor in designing a research project that you complete as part of the curricular practical training.**
- **Number of hours authorized:**
  - Part-time: 20 hours/week or less
  - Full-time: over 20 hours per week
- **Length of time authorized:**
  - Because of its unique relationship with the curriculum, there is no limit to the total (aggregate) time CPT may be authorized. However, CPT authorization is on a term by term basis.
- **Effects CPT may have on Optional Practical Training (OPT) after I graduate:**
  - If you have been authorized (in total) one year or more of *full-time* CPT, you do **not** have any remaining OPT eligibility. Full-time CPT that has not met (or surpassed) the one year mark does not affect your eligibility for authorization of OPT.
  - Part-time CPT currently does not affect your OPT eligibility.

### How to apply:

You will need to have completed the following forms and bring them to your appointment with ISS.

- Letter of employment
  - printed on company letterhead showing company address
  - specifying your job title and describe the work you will do
  - indicating specific employment starting and ending dates
  - indicating number of hours you will work per week
- Have your academic advisor complete the Academic Advisor CPT Eligibility Verification form
- Letter from faculty member in your major supervising the internship
  - letter must show how the internship is related to the student’s area of study and is an integral part of your degree program

International Students Services, Lawrence University, P.O. Box 599, Appleton, WI 54912  
Phone: 920-832-6509 Email: [internationalhouse@lawrence.edu](mailto:internationalhouse@lawrence.edu)

Revised 10/2023



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- Complete the Student Request for CPT form

Bring the following to the meeting with ISS:

- the four forms listed above
- your passport
- your I-94 printout (from <https://i94.cbp.dhs.gov/>)

**Approval process:**

If the proposed activity meets the requirements for CPT and you are otherwise eligible, ISS will note the work authorization on your I-20. **You cannot begin employment until the start date indicated on your I-20 and must stop working before or on the end date.**