Applying for F-1 Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is available to F-1 students who have been lawfully enrolled on a full time basis for one full academic year. To participate in a curricular practical training the Designated School Official (DSO) must certify that CPT is an integral part of an established curriculum. CPT is defined to be work/study, internship, cooperative education, or other type of required internship or practicum.

Qualifying CPT involves employment experience with courses that carry academic credit and have a faculty member assigned to teach the course. It is imperative that any employment experience required by the course be instrumental to achieving a curricular academic objective.

Authorization:

In order to obtain employment authorization for CPT, you must have completed one academic year of full time coursework. You will need to request a meeting with the International Student Affairs Office to discuss Curricular Practical Training. You will also be required to complete the Career Services Internship Form with certification by internship supervisor/professor and Thiel Registrar. Additionally, your internship professor will need explanation how the employment is necessary for the completion of your degree.

If it is determined that you are eligible for CPT authorization, the Director of International Student Affairs will assist you in making an appointment with Dean of Enrollment, Amy Becher who will then authorize your CPT.

Please note: You are not eligible to work until you receive authorization for CPT. You are limited in the amount of CPT you may use. An F-1 student who has engaged in 12 months or more of full-time Curricular Practical Training (CPT) is ineligible for OPT. If student has engaged in CPT part-time, this does not count against OPT time.

While on CPT you are still in F-1 status. You must send the International Student Affairs Office any change of address (within 10 days). You can email the Director at sreesh@thiel.edu.

You can travel in and out of the U.S. while on CPT provided that your 1-20 has been signed by a Thiel College Designated School Official (DSO).