

CURRICULAR PRACTICAL TRAINING (CPT) PRESENTATION



HOWARD
UNIVERSITY

Office of the International Student & Immigration Services

WHAT IS CPT?

- CPT was established by the United States Citizenship and Immigration Services (USCIS) to enhance a student's classroom instructions with practical experience.
- CPT is defined to be alternative work/study, internship, cooperative education, practicum, training, and/or any off-campus experience related to your major.
- **The employment experience must be directly related to the student's field of study.**

CPT ELIGIBILITY

- Must be in good academic standing
- Must have been in valid F-1 immigration status
- Must have been in valid F-1 status for a minimum of 9 consecutive months immediately prior to submitting a CPT application
- Graduate students who are required to engage in a practicum may obtain eligibility in less than nine months

TYPES OF CPT

Work Experience Required for Graduation

Required to engage in certain hours of off-campus employment experience to complete his/her graduation requirements. (Please attach a copy of the graduation requirement as printed in a University, school, or departmental publication)

Co-operative Education Program

Registered for a cooperative education program designed, planned and administered by Howard University.

Internship Courses Offered Through Departments

If your academic department offers regularly scheduled internship courses for credit. The internship course must be offered by your academic department for work directly related to your program. Internship courses offered outside of your major do not qualify for Curricular Practical Training.

CPT Benefit for Student

If CPT experience will enhance student's knowledge in the field of study.



IMPORTANT FACTS ABOUT CPT

- CPT is authorized semester basis. The latest end date for one CPT will be the latest date of the semester. If you wish to continue your CPT after the latest date, you will have to re-submit your CPT application.
- During CPT, 20 hours or less is considered as part-time and 21 hours or more is considered as full-time job. **During the semester, you are only allowed to have part-time CPT authorization.** Vacation periods allows student to engage in full-time CPT.
- You can have 20 hours on campus employment and 20 hours CPT at the same time.
- You can have several CPT authorization at the same time. However, students must submit every CPT application for every single CPT.

HOW TO APPLY FOR A CPT?

Obtain an official offer letter from your employer.

-> Offer letter must contain working hours, starting date, letter head, company address.

Submit a complete CPT Application to ISO advisors along with the offer letter.

-> Make sure every information is accurate on the form. (Ex. Start date, end date, working hours)

Start your CPT after obtaining CPT I-20 from ISO advisors.

➔ DO NOT START your employment before your CPT I-20 has been processed.

➔ Working without CPT authorization will cause SEVIS TERMINATION.