Curricular Practical Training (CPT)
What is CPT?

Curricular Practical Training (CPT) is an off-campus employment option available to F-1 international students in which the work experience is considered to be an integral part of the curriculum or academic program.

Most F-1 students studying at the college and university level can seek authorization for practical training to engage in temporary employment to gain practical experience in his or her field of study. This experience may be an internship, job, practicum, cooperative education, etc.
Policies and Regulations

Practical Training must be “an integral part of an established curriculum or academic program”

- Training that is required of all students
  - Example: Fieldwork for a Master of Social Work (MSW)
- Training required for a particular course or curricular track
  - Example: A paid internship required by a student studying marketing for his Master of Business Administration (MBA) degree
- Employment offered under cooperative agreements between an employer and the university, which is an integral part of the curriculum but not required either for a particular course or of all students
  - Words to go by: “This is the only way the student can get the data”
  - Example: Doctoral student gathering data at a particular corporation’s research and development facilities
Policies and Regulations

Practical Training is authorized for the student to gain practical experience in his or her field of study

- Some programs provide academic credit for training; others do not, and may have no mechanism for doing so
  - In all cases, training experience must constitute “an integral part of an established curriculum”
  - Determined by academic advisor that training meets curricular academic objectives and student’s training aligns with program objectives (as determined by evaluation & summary and/or course enrollment)
CPT and the U

Spring 2012 International Student Totals

- Total: 2168 International Students
- Graduates: 956
- Graduate CPT – processed
  - Fall 2011 – 41
  - Spring 2012 – 32
  - Summer 2012 – 93
Timeline

• Effective Spring 2013, Career Services will no longer issue CPT approval letters for graduate students

• This change will apply only to graduate student CPT

• Career Services will continue to facilitate undergraduate CPT

• Delegate a point person as your office CPT Administrative Lead
Instruction Guide to Administer CPT

• Eligibility

• Set Up Meeting

• Documents / Student File

• Verification
Eligibility

Students must:

- Be a matriculated student in good standing at the University of Utah
- Have a minimum 2.5 GPA
- Have a job offer that is related to their field of study and is integral to their degree program
- Have held legal F-1 student status for nine (9) consecutive months while attending an accredited college or university in the United States
- CPT is only granted one semester at a time
Eligibility

Part-Time CPT

- Work 20 hours or less per week
- Simultaneously enrolled as a full-time student (coursework, thesis, or dissertation hours)

Full-Time CPT

- Work between 21-40 hours per week
- Allowed ONLY during vacation semesters and university breaks
- Student must contact the International Center if they wish to work full-time during a non-vacation semester
CPT Set Up Meeting

Prior to meeting, inform students to bring:

- Formal offer letter
- Job description
- Three (3) learning objectives
- Student information & learning agreement
CPT Set Up Meeting

During the CPT Set Up Meeting:

- Verify the formal offer letter contains:
- Review the learning objectives and decide if relevant
- Review the learning agreement and CPT checklist
- Discuss the final evaluation and 300 word assignment
- Create student file with all paperwork
CPT Student File

- Formal offer letter
- Three (3) learning objectives
- Student information & learning agreement
- CPT checklist
- CPT approval letter

- Final evaluation
- 300-word final assignment

Upon CPT Completion
CPT Approval Letter

- Company contact information
- Dates of employment start and completion
- Hours worked weekly
- Supervisor contact information
- Signature
- On department letterhead
June 28, 2012

To Whom It May Concern:

Ima Student (uNID# u0123456) is an International Student pursuing a Master of Arts in Economics. Ima has been offered the position as XXXXX with XCOMPANY. The work experience that S/He has been offered by this organization is an integral part of his/her current degree program and is directly related to his/her current field of study in DEPARTMENT or COLLEGE. This letter is to support our student in this opportunity to apply his/her academic knowledge and add to his/her educational experience.

Ima will be working for:

Company XTitle
100 S. 200 N.
Main City, UT 84111

Supervisor:
Jane Doe
801.555.5555

S/He will be working 20 hours weekly for the period:

January 6, 2013—May 1, 2013

The student has been advised that s/he cannot begin work until this letter is approved by the International Center regardless of the start date indicated above. This position will be a supervised experience related to the student’s academic program. This letter is to indicate that the student above named has received work authorization for this University-sponsored program.
CPT Approval Letter

- Make four (4) copies of the approval letter on letterhead

- The student will give the copies to:
  - The International Center
  - Employer
  - Student
  - Signed copy to you, the administrator
Verify CPT Completion

- Final evaluation and 300-word final assignment

- If the student fails to complete the CPT, they are ineligible to participate in the future