

Curricular Practical Training (CPT)



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CPT is employment that is performed for academic credit (part of school curriculum and commensurate to degree level) OR that is required as part of the academic plan or program curriculum. This includes:

- Required internship, practicum, student teaching or field experience
- Optional internships for credit (MUST be in student's major or program of study)
- Cooperative (Co-op) education programs for credit (MUST be in student's major or program of study)

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Graduate Students:

If your internship or co-op is not required under your curriculum, you may request CPT only under the following conditions:

- You are registered for a **graduate-level Internship or Co-op course in your program.**
- You are requesting CPT during the coursework segment of your program; **Ph.D. students and students enrolled in a Master's with thesis option are INELIGIBLE for CPT if they have completed all coursework and are registered for thesis or dissertation credits only.**
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CPT may be authorized for **either part-time or full-time employment**. Once authorization is granted, CPT hours may not be changed. Students who receive CPT authorization **during Fall and Spring semesters MUST remain enrolled for a full-time course load even if CPT is authorized for full-time employment**.

CPT is authorized for a specific employer, location and academic term only. CPT can only be authorized to begin on the first day of classes or a later date. The authorization period will end no later than the last day of the semester. (The only exception to this rule applies to Hospitality Management majors completing Basic Training.)

Be reminded that once CPT authorization is granted, **it CANNOT be cancelled, rescinded, revoked, or changed. Authorization cannot be retroactive.**

NOTE: If a change of employer is necessary, the student must resubmit the CPT application (by appointment). The authorization period and hours/week will NOT change; only the name of the employer and site can be changed. **ALL authorized CPT is counted and recorded in SEVIS regardless of whether the student actually worked or not.**

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CAUTION

**A STUDENT WHO ENGAGES IN 12 MONTHS OF FULL-TIME
CPT WILL LOSE ELIGIBILITY FOR OPT.**

**DO NOT BEGIN WORK WITHOUT THE REQUIRED ISSS
AUTHORIZATION.**

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Social Security Number for Employment:

You may need to apply for a Social Security Number (SSN) if you do not already have one in order to pursue your internship, especially for a paid position.

The Social Security Administration (SSA) is a U.S. government institution that maintains a benefits program for injured, disabled, or retired people. The money for this program is obtained through withholdings from employees' pay and from employers' contributions. The Social Security Administration issues an SSN by which to mark people in the Social Security system. This number also serves as a major identification number for U.S. citizens, permanent residents ("green card" holders), and legal non-immigrants who are working in the U.S. *Obtaining an SSN is very restricted and highly regulated. You will not be eligible to apply until **after you have found and received authorization for employment. Application processing usually takes about two weeks but under unusual circumstances may take as long as 30-90 days.***

If you have been authorized for CPT, you must bring the following documents to a local SSA office in order to apply for an SSN:

- **I-20 showing CPT authorization on page 3**
- **Passport, visa, and Form I-94 (all immigration documents)**
- **Letter from the employer offering the internship opportunity which includes the company's Employer Identification Number**

For a sample employer letter [click here](#).

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Application Checklist

Ensure you have the complete application packet with you at the time of appointment. The CPT application packet must include the following:

_____ **CPT Authorization Request Form** completed and signed by your **Academic Advisor**

Download the form here:

• [CPT Authorization Request Form](#)

• **Hospitality Management majors completing Basic Training only:** [CPT Authorization Request Form for HM Basic Training](#)

_____ **Registration schedule showing Internship or Co-op Course** offered within your department/major

• Undergraduates: At least a 3000-level internship or co-op course

• Graduate students: At least a 5000-level graduate internship or co-op course

_____ **Internship/Job Offer Letter from the company or institution hiring you** or, if placed at an internship site by your academic department/internship coordinator, a letter on department letterhead signed by your internship coordinator. Job title, duties, location, specific dates* and job type (FT or PT) should be added in your offer letter. **Please note that employment cannot start or end before your internship or Co-op course.*

_____ Completed “Curricular Practical Training Workshop Acknowledgement”

Bring to your appointment your original VALID machine-readable passport and Form I-94 (original I-94 card if you still have one OR a printout of your I-94 admission record found at www.cbp.gov/i94). If you meet all eligibility requirements and present a complete application packet, the ISSS advisor will issue you a new I-20 with the valid CPT authorization.

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Take the CPT Quiz by visiting the following link:

<https://forms.fiu.edu/view.php?id=63226>

Good luck!

