

PROCEDURE FOR CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) as defined in the regulations (8 CFR 214.2 (f)(10)(i) state that curricular practical training must be “an integral part of an established curriculum.” It is defined as “alternate work/study, internship, cooperative education, or any type other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

It is the practice of the International Student Office at the College of St. Benedict/St. John’s University that CPT must be an integral part of the established curriculum in the students major and/or a credit bearing course.

This policy assures that the student is complying with the Federal Regulations and is working in conjunction with the internship office and the student’s academic advisor.

The student must also work with the CSB/SJU Internship offices.

College of St Benedict/ St John's University
International Student Program Office
CSB Mary Commons Rm 207 Phone: 363-5704

Faculty Advisor CPT Eligibility Verification Form

To the Faculty Advisor:

Please provide the information requested below, which will assist in determining whether this student is eligible for Curricular Practical Training authorization as provided by U.S. immigration law. CPT characteristics for F-1 students:

1. CPT provides work authorization for employment that is an **“integral” part of a student’s curriculum** and which must be related to his/her major.
2. CPT is only for the purpose of participating in **legitimate internships** in a student’s area of study. It is **not a means of gaining employment** eligibility.
3. Student must be lawfully enrolled on a full-time basis (12 credits) for one full academic year (9 months). Student must be in F-1 status. It should not be used after the student has completed their program of study.
4. Student may engage in CPT only for the specific employer, location and period approved and recorded by the DSO (designated school official) in SEVIS (Student and Exchange Visitor Information System).
5. Students can be approved for part-time (20 hours or less) or full-time (over 20 hours). CPT **must not delay** the student’s completion of studies.
6. Student must have an offer of employment from an employer offering work that qualifies as curricular practical training.

To Be Completed By Faculty Advisor or Other Program Faculty:

Student Name _____

As of the end of the current semester, how many semester hours will the student have completed? _____

How may semester hours are **required** for the student to earn this degree? _____

Description of the Training Program:

Job Title and Description: _____

Name and Address of Training Supervisor _____

Number of hours per week _____ Dates of training: From _____ to _____

Is the internship related to the student's area of study and an integral part of the program of study? Yes No

Is this internship required by the program of study in which the student is involved, as demonstrated by publication in the CSB/SJU college catalog or other departmental document? Yes (please attach a copy of relevant page from catalog) No

Faculty Name _____ Date _____

Signature:

_____ Email: _____

To be completed by Student applying for CPT:

Date of completion from Item #5 on I-20 _____

Expiration date of U.S. Visa _____

I certify that I am a student in F-1 status at the College of St. Benedict/ St. John's University and that I am applying for CPT for the program listed above.

Student Name _____

Student signature _____ Date _____

Please provide a copy of your employment letter and submit this form to the International Student Office. A new I-20 will be completed and issued to you.

Please contact Addy Spitzer, Interim International Student Program Director at x5704 if you have any questions about this application.