

Carleton College

Curricular Practical Training (CPT) for F-1 Visa Holders

For work experience directly related to your major field of study while you are still a student, you apply for Curricular Practical Training (CPT). The director of International Student Programs (ISP) authorizes CPT if you meet the following conditions:

- Enrolled full time in a degree program for 9 consecutive months.
- Have a job offer that your academic department verifies is practical work experience in your major of study or your concentration.

Part-time CPT is for 20 hours of work or less per week. There is no limitation on the length of time you can have part-time CPT.

Full-time CPT is for more than 20 hours of work per week. If you use full-time CPT for one full year (365 days exactly), you will lose Optional Practical Training for that degree level.

To apply for CPT, follow the steps below:

1. Obtain the CPT Endorsement Form from ISP
2. Have your academic advisor or major professor complete the CPT Endorsement Form. *This form must be completed before CPT can be authorized.*
3. You must have your employer send a letter to me (Petra Crosby, Director International Student Programs, Carleton College, 1 North College Street, Northfield, MN – 55057) on a letterhead stating the following:
 - Job description
 - Exact dates of employment
 - Physical address where employment takes place
 - Work hours
 - Stipend/salary
 - Signed by your supervisor.
4. Make an appointment with ISP to request CPT.
5. Bring to the meeting:
 - CPT Endorsement Form completed and signed by your academic advisor or major professor.
6. Pick up the I-20 with CPT authorization
7. Show the CPT authorization on the I-20 to your employer before you start working.

Note: You must repeat steps 1-6 if you extend the CPT authorization or change employers. To prevent a break in employment eligibility, apply at least one month before your current CPT authorization expires. Keep your address updated by mailing Form AR-11 directly to USCIS each time you move.

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Curricular Practical Training (CPT) Endorsement Form

To be completed by the student and signed by the academic advisor/major professor. This information is needed to process the student's request for CPT, which may be either a required or optional component of the student's curriculum.

Student's Name: _____

SSN: _____

This student has been offered employment with the following company:

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Telephone & Email: _____

Begin/End Dates: _____

Number of Hours Per Week: _____

As part of the student's academic program, employment is recommended. (Student must register for a course, minimum 3 credits).

Student will register for course number: _____

Name of Academic Advisor/Major Professor: _____

Department: _____

Signature of Advisor/Major Professor: _____

Date: _____

Telephone Number & Email Address: _____

If you have any questions about Curricular Practical Training, please contact Petra Crosby at x5937, pcrosby@carleton.edu.