To: Academic Advisors and Faculty of International Students

From: Brisa Zubia

Re: F-1 Curricular Practical Training

Curricular Practical Training (CPT) enables F-1 student to gain off-campus employment authorization in the U.S. for intern, extern, research assistant, etc., as long as curricular credit requirements are met. A student who has received 12 months or more of full-time CPT is ineligible for post-completion (after graduation) Optional Practical Training (OPT). A request for CPT authorization must be made to a Designated School Official (DSO), not a government agency. There is no application fee. A student may begin employment only after receiving a new I-20 with CPT approved.

CPT employment, paid or unpaid, must relate to the student’s program of study or major and they must take a required independent or other approved course to satisfy the curricular credit requirement. CPT is not authorized for concentrations. Failure to register and complete the required course will jeopardize the student’s status. CPT is not required for employment at Carleton during the holiday breaks. Exchange students and those who will not return to Carleton the following term are not eligible for CPT.

A student must register for an independent reading (290 or 390), study (291 or 391), research (292 or 392), or other course approved by the department that requires an internship/externship, research project, or other curricular experience. Student must register for a minimum of 1 credit for a course related to Winter or Spring Break CPT, and a minimum of 3 credits for Summer Break or while school is in session. Math majors may register for Math 297 and biology majors may register for Bio 395, either course is repeatable as long as the content changes.

Employment completed during the summer, winter, or spring break, requires course registration in the following fall, winter, or spring term. CPT authorization is required for a participant in an approved Carleton off-campus program in the U.S. where an internship or other work experience is also required; the course runs concurrently with the off-campus program. CPT may be authorized during Carleton’s academic terms but student must register for the required course each term and employment authorization is for only one term at a time.

To qualify for CPT authorization a student must meet the following conditions:

1. Maintain valid immigration status before applying for CPT.
2. Enroll full-time in a degree program for a full academic year (10 consecutive months).
3. Have a job offer that their academic department verifies is practical work experience in their major.
4. Some majors may limit the number of internships and thus CPT course; student NEEDS to check with their department.