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. Make an appointment with ISP to request CPT.
4. Bring to the meeting:
   - CPT Endorsement Form completed and signed by your academic advisor or major professor.
5. Pick up the I-20 with CPT authorization
6. 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.
Carleton College

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@acs.carleton.edu.