



VCU

Global Education Office

VCU Immigration Services

912 W Grace St. 4th Floor

P.O. Box 843043

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Curricular Practical Training (CPT)

What is CPT?

CPT is a work authorization for F-1 students during the course of an academic program. It is for students who are required to participate in an internship/work study for the completion of their degree or for a specific course, and needs to be approved by both the academic and immigration advisors. To obtain CPT Authorization, a student must apply through Immigration Services and receive a new CPT I-20 with the dates of work authorization.

Eligibility:

To be eligible for CPT, a student must:

1. Be a full time student in good academic and immigration standing for at least one academic year in your current degree level
2. Have an internship/employment offer that is directly related to your area of study
3. **Either:**
 - Be required to fulfill an internship/work study for the completion of the degree**Or:**
 - Be registered for a specific course that requires an internship, within the program of study. In this case, the internship course credit must count toward graduation and the course must appear on the student's transcript. You may be enrolled in either a 1 or 3 credit course.
 - For this option, students will have to write a proposal stating how the internship is directly related to their degree program. See next page for the Internship Proposal Guidelines

When can I participate in CPT?

1. You can participate in Full Time CPT (20+ hours per week):
 - During summer vacation
 - During the semester only if it is required by your program

Please note: if you participate in a combined total of 12 months of full time CPT (more than 20 hours/week), you will not be eligible for any Optional Practical Training (OPT)

2. You can participate in Part Time CPT (20 hours or less per week):
 - During the semester while enrolled as a full time student
 - During summer vacation

*Part Time CPT does not affect OPT eligibility

When should I apply and when can I begin working?

1. You can apply as soon as you receive a job offer. Once we have all of your paperwork (see below for the checklist), we will process a new I-20 for you in about 5 business days. We can not backdate CPT authorization dates—do not work until you have your CPT I-20.
 - CPT is only authorized per semester. This means that if you are required to continue working through multiple semesters/summer you must reapply each time.
 - **CPT dates MUST correspond with semester dates.** This means that if you wish to participate in CPT for fall and spring semesters, you must take a break from work during winter break. The first

eligible day of CPT authorization is the first day of class. The last day of CPT is the last day of exams for the semester.

2. If you need to change your hours (from full to part time or the reverse) you must also reapply.
3. If you choose to participate in CPT during your last semester, you must be enrolled in a minimum of 2 credits. 1 credit to anchor your studies to VCU and 1 credit for CPT.
4. **You cannot begin working until you have received a new I-20 with CPT authorization.**

CPT Process and Application Checklist

To apply for CPT, please email the following documents to geois@vcu.edu. Processing time will take approximately one week.

*Remember: You cannot begin working until you receive your new I-20 with CPT Authorization from Immigration Services. *

- CPT Authorization Form filled out and signed
- A letter on company letterhead from the employer, indicating job title, exact dates of employment, number of hours of work per week, place of employment, and a brief description of the work to be performed
- A copy of the course description or page in the university bulletin indicating that the employment is required for the student's degree program
- If the course description/program does not explicitly state that an internship is required you must also submit the CPT Internship Proposal (see guidelines below)

You must submit the following proposal if your course description does not explicitly state that an internship is required:

CPT Internship Proposal Guidelines:

Please write a CPT Internship Proposal, using the following prompts. ***You will need to have your academic advisor AND your employer sign the proposal.***

1. **Internship Employer Description:** What does the business do?
2. **Your Responsibilities at the Internship:** What will you do?
3. **Description of Academic Learning Objectives:** How does this internship align with your course of study? Please be specific.
4. **Evaluation of Academic Learning Outcomes:** How will you demonstrate the education gained through this internship? (Example: a paper or a portfolio)
5. **Faculty Sponsor:** Who is your professor or academic advisor that will evaluate your academic learning outcomes?



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Curricular Practical Training (CPT)

Part A: To be completed by student:

Personal Information:

Last name	First	Middle
SEVIS Number N	V Number V	Date of Birth (MM/DD/YY)
City of Birth	Country of Birth	Country of Citizenship

Contact Information:

Street Address		Apartment number
City	State	Zip Code
Phone Number	VCU Email Address @vcu.edu	

Employment/Internship Information:

Semester Requested: Spring Summer Fall Year: **20** ____

Employment Start Date: Employment End Date:
____/____/____ ____/____/____
(MM/DD/YY) (MM/DD/YY)

How many hours will you work per week? _____

Employer Name (Company Name)	Email	Telephone Number
Address	City	State Zip Code

*If this course is an elective, you must also submit an Internship Course Proposal. For more information, refer to the CPT information packet.

Signature: _____ **Date:** _____

See reverse for Part B

Part B: To be completed by academic advisor:

How is the employment integral to the student's academic program?

Course Number: _____ Credit Hours: _____

If the course is not required for the student's degree completion, the student must submit a short course proposal highlighting the objectives of the internship.

Please sign here if you have read and accept the student's proposal: _____

Advisor Name	Email	Telephone Number
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Signature: _____ **Date:** _____

If you have any questions, please contact us at GEOIS@vcu.edu