

Curricular Practical Training (CPT) Tutorial

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What is CPT?

Curricular Practical Training (CPT) is a type of **off-campus work authorization** for F-1 students.

- CPT is **term-specific**: it is only authorized for the **dates tied to a specific academic term**. See the DePaul academic calendar for term start and end dates.
 - Typically, one CPT authorization cannot cover multiple terms. If CPT is needed over the course of multiple terms, then multiple CPT authorizations are needed.
 - CPT is not designed for long term, continuous employment.
- CPT is **employer-specific**: it is authorized for one specific employer.
 - CPT cannot be authorized without an employer assigned to it, and one CPT authorization cannot be used for multiple employers. If CPT is needed for multiple employers, then multiple CPT authorizations are needed.
 - Some students may use one internship course for multiple CPT employers in one term, if approved by their academic advisor. Each employer still requires a separate CPT authorization in SEVIS.
- CPT is **curricular**: the work must be **integral to the student's major program of study**.
 - Work that is unrelated to a student's program of study is not eligible for CPT work authorization. For example, a computing student cannot work as a chef using CPT work authorization.
 - Enrollment in a corresponding internship or elective course is mandatory for CPT work authorization. The course used to authorize CPT must also be within the student's program of study and determined by the Academic Department.



CPT Eligibility

You are eligible to apply for CPT once you have **maintained your F-1 status (full-time enrollment) for a minimum of one academic year.**

- At DePaul University, **one academic year is full-time enrollment for at least three (3) consecutive quarters.**
 - This begins when you first entered the United States in F-1 status and resets if returning to the U.S. with a new I-20 after being in terminated or completed status.
 - Time spent studying at a non-U.S. institution prior to entry **will not count** toward one academic year.
 - Enrollment in English language programs **cannot be counted** toward meeting this requirement.
 - You may count full-time study on F-1 status at another school if your SEVIS record was transferred directly to DePaul.
 - You may count full-time study on another status prior to changing to F status within the U.S.
- The CPT site must be within a **reasonable commuting distance to DePaul University.**
 - In-person attendance in Chicago is required for maintaining F-1 status. CPT cannot conflict with this requirement.
 - CPT occurring during a DePaul vacation period (Summer Term or December Intersession) may occur in another state or region of the U.S. if the student does not need to maintain full time enrollment in that break period.
 - Fully remote work for an employer based in another state may be eligible for CPT if the student physically stays in Chicago during the period of authorization.
- If the CPT course is the only course taken in the final term, it must be an in-person or in-person hybrid course and the student must get a reduced course load approved.



CPT Parameters

Weekly work hour maximums

- **Part time** CPT allows work for the authorized employer and period **up to 20 hours per week**.
 - Typically authorized in the **Fall, Winter, or Spring terms, but is also possible in the Summer Term**.
- **Full time** CPT allows work for the authorized employer and period for an unlimited number of hours per week.
 - F-1 students are only eligible for full time CPT pending the approval of their academic advisor. F-1 students should be aware of how much full time CPT they are using at all times. Some programs only approve full time CPT **during vacation periods** (Summer Term or December Intersession).
 - **FULL TIME CPT totaling 12 months** will make the student ineligible for post-completion OPT. *Part time CPT does not affect OPT eligibility. Full time CPT totaling fewer than 12 months does not affect OPT eligibility.*
- **With on campus work:**
 - **During the academic year**, students with **part time** CPT and an on-campus job occurring simultaneously can work up to 20 hours per week for the CPT and up to 20 hours per week for the on-campus job. If the CPT is **full time**, students can work unlimited hours per week for the CPT and up to 20 hours per week for the on-campus job.
 - **During the Summer Term**, students with **part time** CPT and an on-campus job occurring simultaneously can work up to 20 hours per week for the CPT and up to 40 hours per week for the on-campus job. If the CPT is **full time**, students can work unlimited hours per week for the CPT and up to 40 hours per week for the on-campus job.



How to Apply

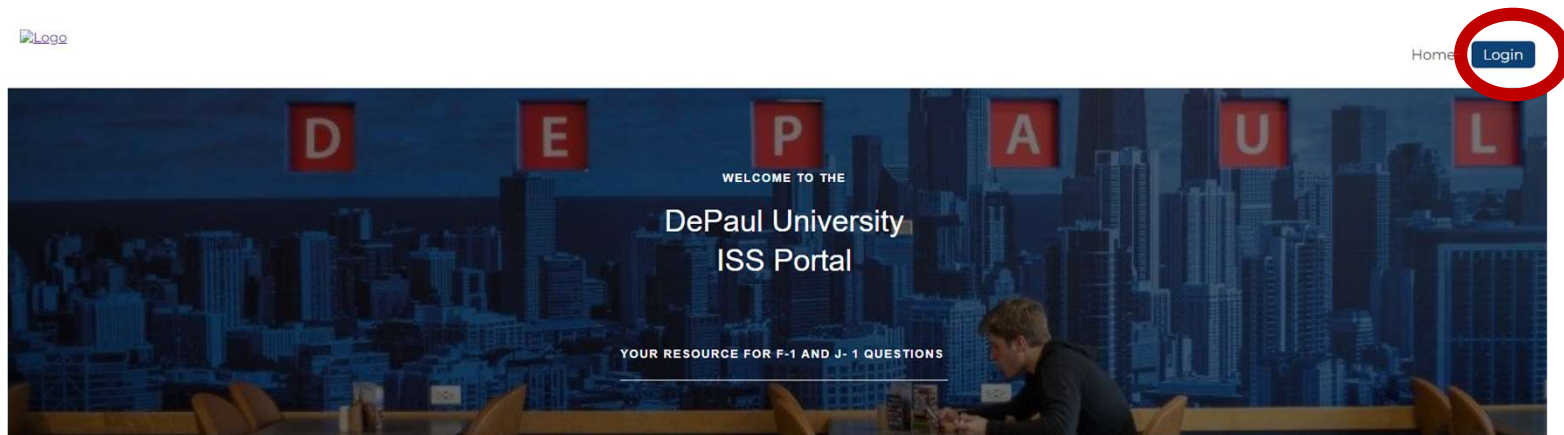
1. **Read this tutorial** in its entirety. Consider questions that need to be addressed with your ISS advisor or your academic advisor.
 - Your ISS advisor can answer questions about how CPT relates to F-1 status, what opportunities are considered work, how CPT is authorized in SEVIS, and how CPT relates to OPT.
 - Your academic advisor can answer questions about what kinds of opportunities are related to the program of study, which internship courses are available in a program, and how to enroll in them.
2. **Obtain a job offer letter.** Make sure the dates of employment are within the start and end date of a DePaul term, as seen in the Academic Calendar: <https://academics.depaul.edu/calendar/Pages/default.aspx>
 - In some cases, the ISS advisor can do an automatic extension of the CPT end date, so it ends the day prior to the next term. Ask your ISS advisor if you are eligible for this option.
3. **Enroll in an internship course** with your academic department; contact your academic advisor for assistance with this step.
4. **Complete the CPT Application** under Student Requests on the ISS Portal: <https://intlportal.depaul.edu/>
 - Please list your **academic advisor's** information in the approver section. DO NOT list your faculty advisor, ISS advisor, or yourself in the approver section, or your process will be delayed.
 - If the job is with an organization, **the Employer Name should be the name of that organization**; employer name is not the same as your individual supervisor's name unless you are performing services for a specific person.

When CPT is authorized, the CPT I-20 is uploaded to the ISS Portal and you are notified by email. From start to finish, the CPT process can take about a month, so plan accordingly.



How to Use the ISS Portal for CPT

Go to <https://intlportal.depaul.edu/> and log in with your DePaul credentials.



On the main page, select 3: Student Requests

A screenshot of the DePaul University ISS Portal main page. The page has a navigation bar with three tabs: '1 Important Updates!', '2 Program Information', and '3 Student Requests'. The '3 Student Requests' tab is circled in red. Below the navigation bar, there is a section titled 'Important reminders:' with three bullet points. Below that is a section titled 'Work Authorization Learning Opportunities:' with two bullet points.

1 Important Updates! 2 Program Information 3 Student Requests

Important reminders:

- You can access immigration requests (e.g., for Travel Signatures, OPT, CPT, Extensions, etc.) in the "Student Requests" tab.
- You do not have the ability to update your address on the ISS Portal. If you move to a new residence, you must update your US Home Address on **Campus Connect** within 10 days of moving. Find address update instructions [HERE](#).
- If any of your personal information changes (e.g., your name, country of citizenship, etc.), please be sure to contact the Registrar's Office and provide our office with any supporting documents (e.g., new passport, marriage certificate, etc.)

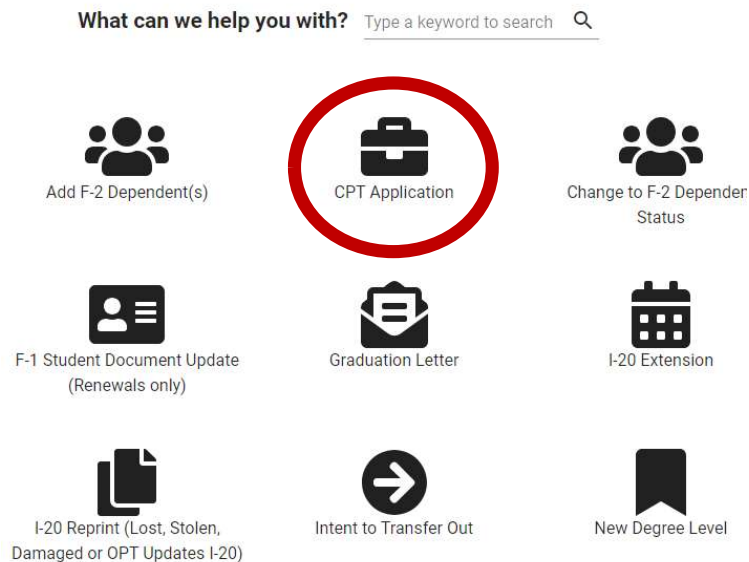
Work Authorization Learning Opportunities:

- Interested in learning about Curricular Practical Training for an internship? Check out the CPT tutorial on [THIS PAGE](#) under CPT.
- Are you ready to start thinking about Optional Practical Training? Check out the OPT tutorial on [THIS PAGE](#) under OPT.



How to Use the ISS Portal for CPT

On the Student Requests page, find the CPT Application option on the left side and click on the icon.



After clicking on the icon, complete the form and click Submit when you are finished.

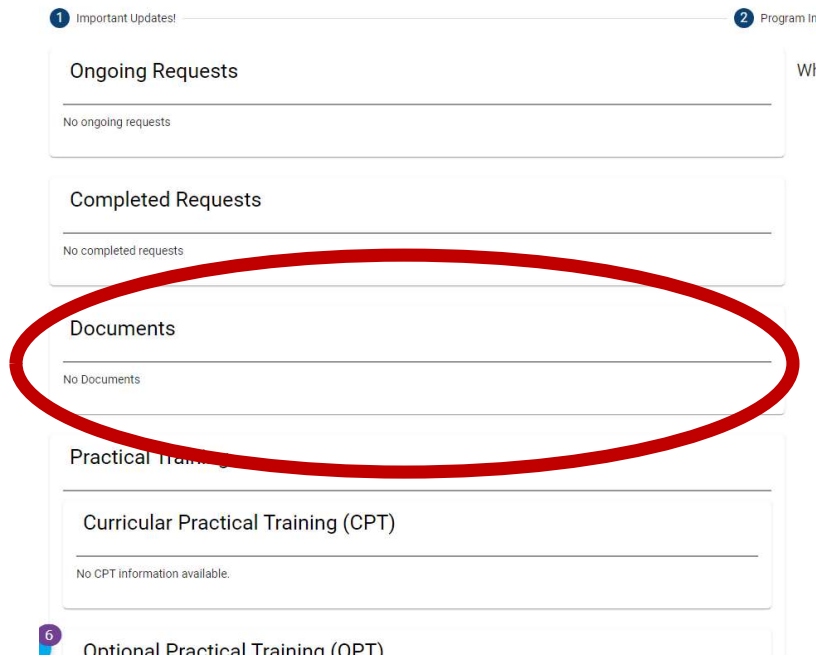
Here are common reminders for the CPT application:

- **List your academic advisor's information in the approver section.** DO NOT list your faculty advisor, ISS advisor, or yourself in the approver section, or your process will be delayed.
- If the job is with an organization, **the Employer Name should be the name of that organization;** employer name is not the same as your individual supervisor's name unless you are performing services for a specific person.
- The Employer Address **must match the location where you are physically working.** For example, if you will work remotely from home, the Employer Address should be your U.S. residential address.



How to Use the ISS Portal for CPT

When you are notified that your CPT I-20 is ready, repeat the steps on page 6 of this tutorial. On the Student Requests page, find the Documents section on the left side and click on the document link to download the I-20.



The screenshot shows the 'Student Requests' page in the ISS Portal. The page has a sidebar on the left with a navigation menu. The 'Documents' section in the sidebar is circled in red. The main content area shows four sections: 'Ongoing Requests' (No ongoing requests), 'Completed Requests' (No completed requests), 'Documents' (No Documents), and 'Practical Training' (Curricular Practical Training (CPT) - No CPT information available). The 'Optional Practical Training (OPT)' section is partially visible at the bottom.

1 Important Updates!

2 Program In

Ongoing Requests

No ongoing requests

Completed Requests

No completed requests

Documents

No Documents

Practical Training

Curricular Practical Training (CPT)

No CPT information available.

6 Optional Practical Training (OPT)

Remember to check page 2 of your I-20 for errors and be aware of your CPT authorization dates at all times.

Working outside of the CPT authorization dates, working for employers not specifically authorized, or working for more hours than is allowed for your type of authorization are violations of status and can result in negative immigration consequences.



Frequently Asked Questions

✓ **When can I start working?**

When you have **received your CPT I-20** on the ISS Portal **AND** you are **within the authorized dates on page 2**, you can begin working **for the employer listed on page 2**. Tell your ISS advisor if the employer, full time/part time designation, or authorized dates are incorrect.

✓ *When should I start the application process?*

Start the process one month before the term you will use the CPT in. For example, if you are applying for Fall Term CPT, start the process one month before the Fall term starts. This ensures you obtain the offer letter, enroll in the course, and get the work authorization on time.

✓ *How do I know which jobs are related enough to my degree?*

You can ask your **academic advisor** for guidance on whether a job is related to your degree. You can also consider whether a job will use skills **directly attained through your degree coursework**.

✓ *My work dates overlap two terms. What should I do?*

If you have already negotiated with your employer so the job occurs within the term dates and they were not cooperative, you can attempt to get one CPT authorization for the term the start date occurs in, and another CPT authorization for the term the end date occurs in.

✓ *Can I take a zero-credit internship course for CPT?*

Some programs at DePaul have zero-credit internship courses, and some do not. Your **academic advisor** can tell you how many credits the internship course for your program must be.

✓ *Can I take the internship course multiple times before I graduate?*

Some programs have limits on the number of times the internship course can be taken, and some do not. Your **academic advisor** can tell you whether you can do the internship course more than once, and if so, the maximum number of times before your graduation.

✓ *My job opportunity is unpaid/on a volunteer basis. Do I still need CPT?*

CPT can be paid or unpaid, so you should still check with your ISS advisor whether an unpaid opportunity would need CPT.

