

Curricular Practical Training

Paid Internship Options for F-1 University Students

Information for Employers

Definition

- Curricular Practical Training (CPT) is a part-time or full-time paid or unpaid internship option for students on F-1 visas. The primary caveat is the internship must be directly related to their academic major/program of study, as either an integral part of their curriculum or as an elective credit internship course. CPT is approved directly through the university's Office of Global Support.

Examples

- Companies and organizations may collaborate with Gannon faculty to develop an ongoing structure that provides for internship projects that match course learning outcomes (examples: Engineering, Computer Information Systems, Health Sciences, Mental Health Counseling, Communication, and Business).

Guidelines

- Offer of internship/employment offer letter must specify beginning and ending dates per semester via an official letter or email that includes corresponding internship course.
- CPT must be approved by GU's faculty member supervising CPT internship experience.
- Internship may be extended by semester, with course registration documented on transcript and CPT Recommendation form signed by supervising GU faculty member connected to internship course.
- Participating student must have all paperwork complete PRIOR to start of internship, and CPT added to F-1 student's I-20 (Student Certificate of Eligibility) in SEVIS by Gannon's Office of Global Support by a DSO (Designated School Official) prior to CPT employment .CPT is approved through the university, does not require USCIS adjudication)
- CPT must be part-time during the academic semester (20 hours or less per week) and may be full time during break periods (fall break/spring break/winter break/summer vacation)

Student Eligibility

Students have been enrolled full-time for one academic year (2 semesters) before s/he is eligible for CPT, unless they are in a graduate program that requires the internship within the first or second semester.

Authorization

Authorization includes:

- Offer of employment letter that includes specific position/project responsibilities, and beginning and ending dates.
- Student's completion of GU's CPT Recommendation Form.

- Faculty member's signature of approval and verification of course number and registration, along with statement of how the CPT internship is integral to student's academic program of study.
- Office of Global Support authorizes CPT on the student's SEVIS Form I-20 for the dates reflected by course registration (and must be done on a per semester basis, per course basis)
- CPT must be authorized on the SEVIS Form I-20 **BEFORE** the students begins CPT.
- New authorization must be occur in SEVIS for each CPT.

Related GU Policy Notes on CPT and OPT

- Students may participate in a full-time summer CPT with the course registration being listed on their fall course registration (fall registration normally begins in March), or full-time during Winter Break with course registration listed on their spring registration (spring registration normally begins in November).
- There is no restriction on the length of cumulative part-time CPT and no impact of part-time CPT on student's eligibility to apply for OPT (Optional Practical Training). There is no fee associated with the CPT authorization.
- A student may accumulate up to 11 months of full-time CPT without impact on their eligibility to apply for post-completion OPT, which F-1 students may apply for when they have completed their academic program of study.
- A student is eligible for one OPT upon completion of each program level (Associates, Bachelors, Masters, and Doctoral levels)
- OPT is a 12-month employment authorization for F-1 students anywhere in the U.S. to gain paid work experience in their field of study. For students in STEM fields, OPT eligibility is renewable up to a total of three years. OPT requires an application and adjudication through USCIS (United States Customs and Immigration Services), with a current application fee of \$410.00, which is paid by the student, not the employer.