



# Curricular Practical Training (CPT)

Off-Campus Employment Authorization  
for Co-Ops, Internships, and Practical  
for F-1 International Students

# F-1 Visa Employment Benefits - Main Types

On-Campus  
Employment

Curricular  
Practical  
Training  
(CPT)

Optional  
Practical  
Training  
(OPT)

STEM OPT  
Extension

# Curricular Practical Training (CPT) for F-1 Visa Holders

# What is CPT?

## Curricular Practical Training (CPT)

“Authorization for practical training to engage in temporary employment to gain practical experience directly related to their field of study.”

It is “an integral part of an established curriculum.”

It is “defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.”

# CPT Information

## Full-Time vs. Part-Time

Part-Time: up to 20 hours/week

- limited only by curriculum

Full-Time: more than 20 hours/wk

- Students lose their Post-Completion OPT if they complete 365 days or more of full-time CPT

## Types of CPT Employment

Paid Co-op, Internship or Practicum

Students must confirm with ISSS whether they need CPT authorization before starting work.

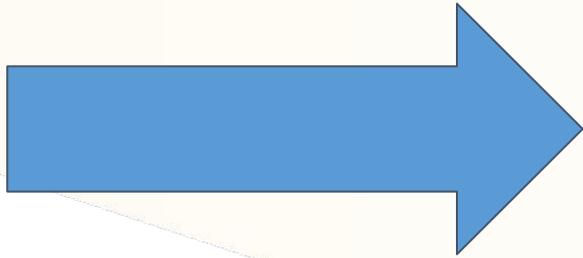
## Additional Considerations

CPT can be authorized for a course that requires the proposed employment, such as an internship, practicum or Co-op course.

Full-time CPT participants can choose not to enroll in any additional courses or go part-time for 1 entire semester per academic program.

Undergraduate Students who need to enroll less than full-time a should register for Co-op.

## CPT Eligibility



Must not have completed the academic program (still in progress - not ready to graduate)

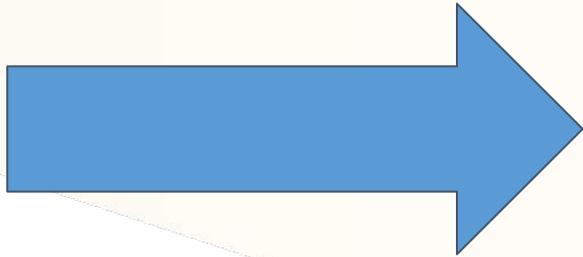


Must have been lawfully enrolled full-time at a SEVIS-approved college or university 1 academic year (Fall and Spring semesters)



Must be an integral part of the major program of study (not a minor)

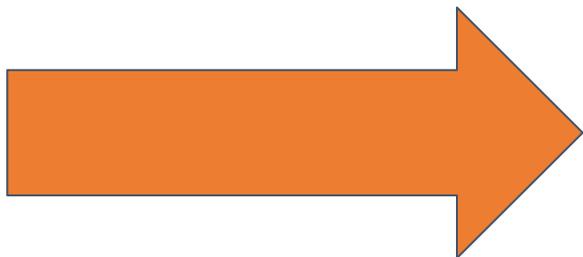
## CPT Eligibility



Must have an offer letter before applying



The CPT experience satisfies a program requirement (or an internship or Co-op course has been added to GPS)



Should not delay completion of the academic program more than 1 semester

## Other Considerations

Students must be enrolled in the internship or Co-op course in the same semester as the internship or Co-op.

Summer internships require students to be enrolled in the internship (\$) or Co-op (fee) course in the summer semester.

If students are granted full-time CPT they *may* qualify for a program extension of 1 semester.

# CPT Application Process for Students

- 1 Read through our CPT in the ISSS Portal
- 2 Meet with an ISSS Advisor before applying
- 3 Inform their Academic Advisor or Program Coordinator they are applying
- 4 Submit the CPT Request Form in the ISSS Portal

# CPT Application Process for Academic Advisors & Program Coordinators

1

Look for the automatic email from [iss@kent.edu](mailto:iss@kent.edu) and start the CPT Advisor Recommendation Form

2

In the form, verify whether the proposed experience is (or is not) directly related to the major program of study

3

Confirm the student is registered in the internship or co-op course if not required of ALL students the program

4

If contacted by ISSS, please provide any requested follow-up information

## Final Reminder

Please contact ISSS with any questions you may have. Our main goal is to keep our student's immigration records safe and offer them the opportunity to use the benefits of their F-1 visas.

Email:

[iss@kent.edu](mailto:iss@kent.edu)

Phone:

330-672-7980

Website:

[www.kent.edu/iss](http://www.kent.edu/iss)



**Thank You.**  
[www.kent.edu/iss](http://www.kent.edu/iss)