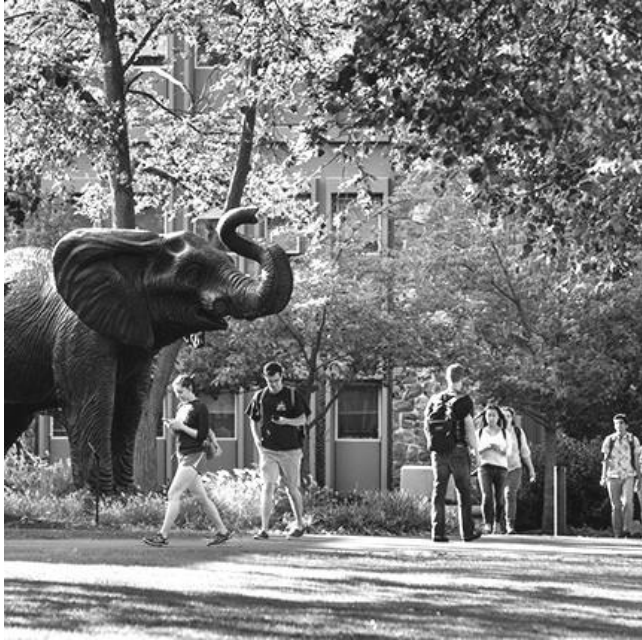

CPT FOR F-1 STUDENTS



A QUICK

OVERVIEW

Curricular Practical Training (CPT) is an alternate work-study experience, internship, cooperative education, or employment in an F-1 student's major field of study. Students must either be required to participate or earn an academic credit in order to qualify for CPT.

ELIGIBILITY

FOR UNDERGRADUATE STUDENTS

- Must have a declared major
- Must be in full-time status and good academic standing for two consecutive semesters
- Must either be required by their major or receive academic credit
- Must have a Tufts faculty member supervise and approve the academic nature of the CPT
- Training must be related to area of study

ELIGIBILITY

FOR GRADUATE STUDENTS

- Must have been in full-time status and good academic standing for two consecutive semesters
- Must either be required by their major or receive academic credit
- Must have a Tufts faculty advisor supervise and approve the academic nature of the CPT
- Training must be related to area of study

FALL & SPRING VS. SUMMER CPT

FALL & SPRING CPT

Students must register for an internship, independent study, or CPT-specific course within their department which will be associated with their CPT authorization. Students must register for a class associated with CPT before submitting their CPT request to the I-Center.

CPT authorization will be granted one semester at a time based on the academic calendar from September through May.

FALL & SPRING VS SUMMER CPT

SUMMER CPT

Students in Arts & Sciences, SMFA & Engineering

- Between May and August, students in the School of A&S, SMFA, and Engineering must register for an internship through Tufts Summer Session. You must use the CPT Summer Session Online Registration Form to register for your course.
- Students must register before the first day of either first summer session or second summer session, or a late fee will be applied.
- Students enrolling in an FMS internship course for CPT should contact the FMS department and will not be eligible for the reduced cost.

FALL & SPRING VS SUMMER CPT

SUMMER CPT REGISTRATION PROCESS

A&S & Engineering & SMFA

- Complete and submit the CPT Application Form to the I-Center via email or in person
- Complete the Summer CPT Registration Online Form before the deadline
- Once your CPT application has been reviewed and approved by the I-Center, Student Services will add your Summer Session course in SIS
- Upon notification, pick up your CPT I-20 at the I-Center
- Begin internship or practicum

Friedman & Cummings

- Register your Summer Session course in SIS
- Complete and submit the CPT Application Form to the I-Center via email or in person
- The I-Center reviews and approves your request for CPT
- Upon notification, pick up your CPT I-20 at the I-Center
- Begin internship or practicum

STEPS FOR SECURING CPT

If the internship experience is not required for your program, make sure that your Academic Department allows students to take internship opportunities for credit.

Secure an internship that is directly related to your major area of study.

Confirm that your employer will work with you to complete the CPT application and support the academic component of the internship.

Submit your CPT application to the I-Center prior to beginning employment. Secure housing and financial means to pay for the CPT course fee if necessary.

OTHER REQUIREMENTS

Authorization

CPT
authorization
falls within the
academic
semester, the
first day of
classes to the last
day of classes

SEVIS

CPT must be
registered with
SEVIS and will
be listed on
page 2 of your
new Form I-20

I-20

You must have
an I-Center
endorsed I-20
before starting
CPT

RULES AND PROCEDURES

Employment & Eligibility

- The CPT will be authorized for employment if you earn credit.
- Some specific programs of study require CPT without earning credits.
- You are eligible for CPT if you have been lawfully enrolled on full-time basis in a degree program for at least one academic year

Part-time vs. Full-time

- If you become authorized for part-time CPT, you may not work more than 20 hours per and if you do so you will be in violation of your F-1 status.
- If you are authorized for full-time CPT, you may work unlimited hours for the CPT employer.
- Full-time CPT for an aggregate of 12 months makes you ineligible for OPT

RULES AND PROCEDURES

Course Registration Requirement

- You must remain registered for the CPT course for the entire semester or summer session for which the CPT will take place.
- You are required to register for a full-time credit load (3 credits or more) if you engage in part-time CPT during the Fall or Spring semester

Grading

- The site supervisors should offer an evaluation of the performance, but the academic supervisor has the ultimate responsibility for grading

RULES AND PROCEDURES

Supervisor Requirement

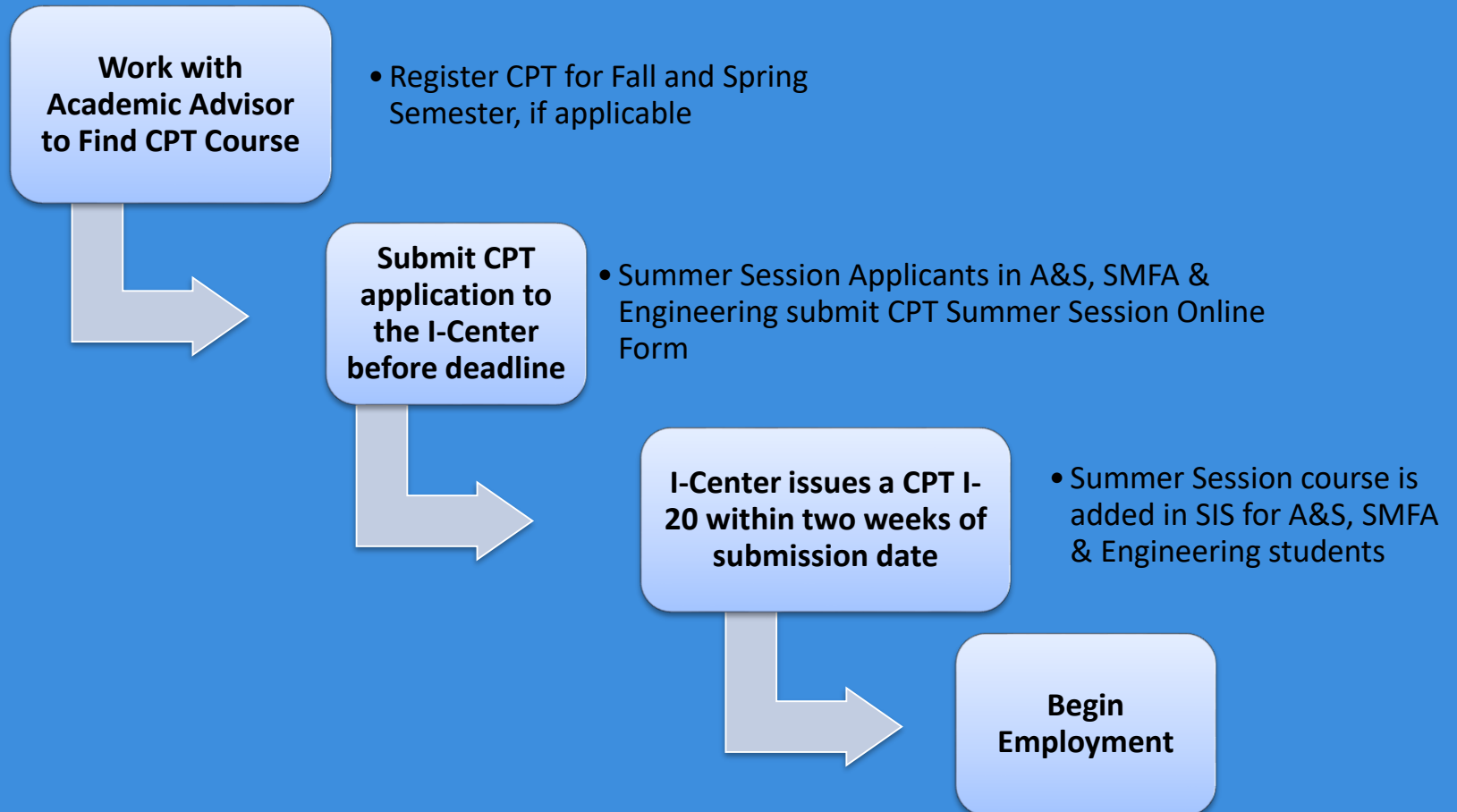
- You must have a faculty sponsor and a professional level supervisor at the work site.
- You are expected to consult with the faculty advisor periodically throughout the duration of CPT.
- There should be periodic contact between the faculty sponsor and the on-site supervisor during CPT to verify that obligations are being fulfilled and to develop an optimum learning experience.

RULES AND PROCEDURES

Authorization Specifications

- CPT is authorized for a specific employer and you may not work for any other employer during this period without additional CPT authorization from the International Center.
- The authorization is date specific and you may not begin work till the start date and must end work on or before the end date of the CPT authorization.
- Unless placement is a required part of the curriculum, repeat authorization for a new semester must consist of additional academic and training tasks, requirements, and/or objectives.
- You may not lawfully begin employment until an International Center advisor has granted CPT employment authorization. To do so constitutes a serious violation of your immigration status.

HOW TO APPLY



FREQUENTLY ASKED QUESTIONS

Do I need CPT if I am volunteering for the company/organization?

-Yes, you need employment authorization to engage in any type of work. Volunteer might be allowed in certain instances that involves philanthropic work in very specific non-profits. Please talk to your I-Center advisor for more information about volunteer work.

Do I need to apply for CPT if my internship is unpaid?

-Yes, you need to obtain CPT authorization for unpaid positions.

Can I request CPT after returning from a leave of absence?

-In general students cannot apply for CPT after a leave of absence. This restriction may vary depending on the situation. Please consult with your I-Center advisor.

FREQUENTLY ASKED QUESTIONS

I have been offered a second internship experience by my current CPT employer. Do I have to submit a new CPT application?

- Yes, you must submit a new application and make sure that your new internship is not a repetition of the previous experience. The offer letter must state what new skills, techniques, and responsibilities you will obtain from that experience.

Can I work full-time at my CPT internship over Spring Break?

- You can only engage in full-time employment during CPT if you received authorization for full-time employment when you initially applied for the benefit.

Can I use CPT while I wait for my post-completion OPT approval?

- No, you cannot request CPT after you have completed your degree requirements.

FURTHER QUESTIONS?

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MEDFORD, MA 02155**

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