

Curricular Practical Training Frequently Asked Questions

What is Curricular Practical Training?

Curricular Practical Training (CPT) is the opportunity to train in your field while enrolled in an academic course guiding the experience and measuring learning outcomes.

What is the Cooperative Education program?

Cooperative Education is designed to provide the student with an opportunity to learn under a mentor in his or her field of study. Students are employed full-time, with pay, by a participating company. Companies serve as teaching partners of the University, and the co-op experience becomes an integral part of the student's education. Semesters of co-op rotations typically alternate with semesters of classes and result in significant full-time experience for each student. Students' experiences are monitored and evaluated by one of the academic staff of co-op advisors to ensure a successful teaching and learning process.

What is the process to request CPT?

1. Determine if you are eligible to participate in CPT during the intended semester by reviewing the eligibility requirements below.
2. Complete the Cooperative Education Process provided on page 3 of this form.
3. Enroll in the Cooperative Education course and pay required fees.
4. Submit IS-130 Request for CPT Authorization to is@clermson.edu
5. Allow 3 business days for the review and processing of your CPT application. You will receive an email when the CPT authorization has been issued.
6. Successfully complete all requirements associated with the curricular practical training understanding that the experience will be counted as your full-time enrollment for the term. If you do not attend your practical training placement, your SEVIS record will be terminated for failure to maintain student status.

How many hours am I eligible to work while on CPT?

You can engage in one of two types of CPT, either part-time CPT or full-time CPT. Please see the bullets below for the amount of hours you are eligible to work each week while authorized for the two types of CPT:

- Part-time CPT Authorization: less than 20 hours per week
- Full-time CPT Authorization: more than 20 hours per week

Can I request full-time CPT during the fall or spring terms?

F-1 student visa holders are issued I-20s based on the normal duration of their academic program. For example, most Master's degrees are completed in 2 years and the I-20 would be issued for a period of 2 years. Per federal requirements, CPT cannot delay a student's ability to complete their academic program during the normal duration of study. In other words, unless you have taken more than the required minimum for full-time enrollment, then you most likely will not be eligible to engage in full-time CPT during the fall or spring semester. Exceptions to this rule are only made for students with degree programs requiring the internship.

Can I accept a job offer before the CPT is approved?

You can accept a job offer before your CPT is approved, but we encourage you to let your employer know that your eligibility to perform the work is contingent on the CPT approval.

Can I begin working before CPT is approved?

No, it is very important that you understand the serious consequences of engaging in unauthorized work while waiting on your CPT approved. The U.S. government regulations specifically state that students must wait until they receive an I-20 showing the authorization of CPT before they are eligible to begin working. If

you work prior to receiving your I-20 for CPT, then you are considered to be engaging in unauthorized work within the U.S. which will result in the immediate termination of your SEVIS record. Unauthorized work within the U.S. is a serious infraction and can result in loss of future benefits or the ability to remain legally inside the U.S.

How long does it take to complete the CPT request process?

The CPT process will require the input of several different people including:

- Your employer
- Your academic advisor
- Cooperative Education Program
- International Services

Keeping this in mind, you'll want to plan ahead and give yourself ample time to work through the process. The office of international services is the final step in the process and once all required documentation has been submitted you can expect the review and issuance process to take 3 business days.

If I utilize my CPT benefit will I still be eligible for Optional Practical Training?

Students who utilize full-time CPT for 11 months and 28 days will lose eligibility for post-completion Optional Practical Training. Those participating in part-time CPT or less than 11 months and 28 days of full-time CPT will not lose eligibility to participate in post-completion OPT.

How can I find out more about CPT?

If you have additional questions about CPT, you are invited to discuss these questions during CPT Advising Hours offered weekly on Wednesdays from 10-11:30 and Thursdays from 2:30-4. Advising is available during these times as a walk-in or phone-in service.

Cooperative Education Program Instructions

1. Print the **IS-130 Request for Curricular Practical Training Authorization** found under "Forms and Documents" on the International Services website.
2. Print a copy of the offer letter from the hosting company.
3. Complete Parts I and II of the IS-130 form. (CPT start and end dates must match the dates written in the offer letter.)

When these steps have been completed, then the student is ready to call the Co-op Program at 864-656-3150 to schedule the appointment with a co-op advisor. The student must bring the IS-130 form and the offer letter from the hosting company to the appointment.

The Co-op Program shares space with its partner, the Michelin Career Center, located on the 3rd floor of the Hendrix Center.

During the appointment with the co-op advisor, the student will be admitted to the program and will be approved for the appropriate co-op course registration. The co-op advisor will also review the expectations and requirements of the program and will provide additional instructions.

After this meeting, the student will ensure that the academic advisor has also signed the form and then will be ready to submit the IS-130 application and other paperwork to the International Services Office.

General Information

Curricular practical training (CPT) 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 is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year. Students in English language programs are ineligible for CPT. To be considered for CPT, the work must be both directly related to the major field of study and also an integral or important part of your studies. If CPT will delay the student's program, they are considered ineligible for CPT

Procedure:

Please complete and provide all required paperwork/documents to the International Services office. We recommend that you submit your materials at least one week in advance to your employment starting to allow enough time for a review of the request. CPT must be authorized by our office before employment begins.

1. Completed IS-130 Form: Request For CPT Authorization
2. Employment offer letter on employer's official letterhead with: the name of the employer, site of activity for the student, dates of employment, expected number of hours to be completed by the student each week, and expected tasks to be completed by the student while on CPT.
3. Proof of registration for the departmental class and/or Co-op class, per departmental policy. CPT requires course registration during the term you will be performing your internship.
4. Students requesting to enroll only in a co-op course and no other courses in a required academic term must provide a letter from their academic advisor stating that the CPT will not delay their program completion.

Upon reviewing the items above, an advisor will prepare a new Form I-20 with the CPT endorsement. This endorsement serves as your authorization to work for a pre-determined amount of time for a specific employer. The student may engage in CPT upon receipt of the endorsed Form I-20 from the advisor in IS.

Part I. Student Information

Student's Name: _____ SEVIS ID: _____ XID: _____
Bachelors Masters PhD Major: _____ number of credits remaining to graduate _____
Program Start Date: _____ Expected Date of Completion: _____ E-mail: _____
Phone: _____ Full Address: _____

Part II. Information about the Proposed CPT:

Name of Employer: _____ Position Title: _____
Employer's Full Address: _____ Expected Number of Hours per Week: _____
Proposed CPT Start Date: _____ CPT End Date: _____
List at least three duties you will participate in during the requested CPT experience:

Part III. Recommendation (To be completed by Academic Advisor)

Is the student eligible to graduate now (not relevant to graduation paperwork /commencement ceremony date)? Yes No

Will the student continue their on-campus employment during their CPT period? Yes No

If yes, please indicate # hours per week _____

Is this the student's last semester? Yes No

If yes, the student must have at least one remaining degree-required course to register. Please list the degree-required course name and number: _____

I recommend CPT for the student based upon one of the following:

The CPT is a mandatory graduation requirement for all students in this program. (Automotive engineering, MBA, Real Estate)

The student is a participant in Clemson's Cooperative Education Program. This academic program is an engaged-learning experience designed to permit the student to learn and work under a mentor in his/her field of study. Learning new concepts in one's field and applying knowledge from discipline-specific classes are the emphases of the program. The student's experience will be monitored by the program's academic staff/faculty. The student will be registered for the appropriate co-op course for each rotation. (Proof of course registration is required for CPT authorization.)

*If the student is utilizing the CPT experience as part of their thesis/dissertation, the student is also expected to enroll in research credits during the term along with the Co-Op course (# of research credits to be determined by academic department). Please attach a statement indicating how the CPT is an integral part of the required research and how the student's performance will be evaluated for the experience.

During the period of CPT, the student must continue to maintain a full course of study in F-1 status, i.e. the student will enroll in at least 12 credits for undergraduate/9 credits for graduate. If the student is enrolling in less than full-time hours during the CPT, does the department consider the registration to be full-time equivalent? Yes No.

Part IV. Signatures

Name of Academic Advisor: _____ Signature of Advisor _____ Date _____

Campus Phone No.: _____ Email: _____@clemsn.edu

Name of Co-op Program Advisor: _____ Signature: _____ Date _____

Part VI. To Be Completed and Signed by Student

List all periods of previously authorized employment for practical training. Students with more than 11 months and 28 days of full- time CPT are considered ineligible for OPT.

Curricular Practical Training	Optional Practical Training
Example: full time -- 1/23/2007-- 5/31/2007	Example: part time -- 1/1/2008-5/1/2008

I have registered for the course/research credit relating to this CPT for the applicable semester and understand that CPT authorization will be voided if I drop the course(s). If CPT authorization is voided, I understand that I may not be eligible for further F-1 benefits.

Name of Student: _____ Signature of Student: _____ Date: _____