

Curricular Practical Training Frequently Asked Questions

What is Curricular Practical Training?

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

What are some of the factors that determine CPT eligibility?

- Must have completed at least one full academic year
- The practical training opportunity must be integral to degree program
- The practical training opportunity is not taking place after defense date. (Discuss post-completion OPT with IS staff)
- Completed CPT packet with proper signatures

My program does not require an internship. Am I still eligible to apply for CPT?

Yes, if you are interested in participating in curricular practical training, but your program does not require an internship, you may still be eligible to participate in CPT. There are multiple options available including, but not limited to the options below:

- Internships through the [Center for Career and Professional Development \(CCPD\)](#)
- [Cooperative Education Program](#)
- Elective (non-required) internships within your department

What is the difference between COOP and internships through the CCPD office?

CCPD will meet with you to review your practical training opportunity and determine the course that best aligns with this experience.

The Cooperative Education Program is designed for multi-rotational experiences while the Internship Program is designed for one-time experiences.

What is the process to request CPT?

1. Collect your practical training offer letter and complete section I of the [CPT Recommendation Form](#).
2. Meet with your academic advisor to determine if the training opportunity is integral to your program and is feasible with your course load. After review of the practical training opportunity, your academic advisor will need to complete and sign section II of the CPT Recommendation form.
3. Enroll in the course connected to the practical training opportunity.
 - a. If you are requesting CPT for the purpose of a degree-required internship course, you must enroll in the designated internship course.
 - b. If you are not participating in a degree-required internship, you must meet with the CCPD office to enroll in the assigned internship course and have Section III signed by an advisor. You must bring a copy of your practical training opportunity offer letter to this meeting so that the CCPD advisor can determine whether to place you in the INT 8010 or COOP 6010/6020 course.
4. Complete the CPT Request E-form in the Sunapsis iStart Portal and upload required documents. You will receive an email once your CPT authorization has been reviewed either asking for further documentation or confirming that your CPT authorization has been approved. Please note that you cannot begin your practical training experience until the CPT request has been approved and until the dates listed on the CPT authorization on your I-20 Certificate of Eligibility.
5. Once approved, you must successfully complete all requirements associated with the curricular practical training while understanding that the experience will count 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.

What is the process to amend or cancel CPT?

To extend or amend the dates of a current CPT authorization, you must submit a new CPT request through the iStart Portal. This request must include the updated offer letter, proof of enrollment, as well as new signature(s) from your academic advisor and CCPD advisor, if applicable.

If your practical training opportunity completes or ends earlier than the authorization listed on your CPT I-20 form, you should notify the International Services office in writing. To shorten a current CPT authorization, you will be required to request an updated letter or email from your employer verifying the new employment end-date. This documentation is to be sent to is@clermson.edu. You must also notify your academic advisor and CCPD or COOP if you are engaging in the CCPD internship or Cooperative Education experience. Your enrollment will be reviewed by International Services at this time to ensure that you are maintaining status and continuing to engage in a full course of study for the semester in which you elect to discontinue your CPT experience. If your failure to complete the CPT experience results in a reduction of course load below the full-time government requirement, your SEVIS record will be terminated for failure to maintain status.

To cancel a CPT authorization prior to beginning employment, you must request a letter or email from your employer verifying that you did not participate in any employment with that company. This documentation is to be sent to is@clermson.edu. You must also notify your academic advisor and CCPD or COOP if you are engaging in the CCPD internship or Cooperative Education experience.

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. If you plan to work a combination of on and off-campus employment, the total number of hours will be reviewed for CPT eligibility. 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 total hours per week
- Full-time CPT Authorization: more than 20 total hours per week

* Please note that you are eligible to work up to 20 hours per week on-campus without CPT authorization and up to 28 hours on-campus over recognized University holidays with proper [HR approval](#).

Can I accept a job offer before 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 approval. The U.S. government regulations specifically state that students must wait until they receive an I-20 with the CPT authorization and until the CPT authorized start date before they are eligible to begin employment. If you work prior to receiving your I-20 for CPT or prior to the date authorized for you to begin 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.

If I utilize my CPT benefit, will I still be eligible for Optional Practical Training (OPT)?

Students who utilize full-time CPT for 11 months and 28 days or more 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. To view the schedule, please review [our website](#). Advising is available during these times as a walk-in or phone-in service.



Instructions to Access the CPT Request e-Form

We have moved the CPT request form into an online portal called the Sunapsis iStart Portal. Below are instructions on how to access the portal as well as how to locate the CPT Request e-form. Please note, the IS-130 form will be available within the portal.

Step 1: [Download the Duo Security App by following CCIT's instructions.](#) ([Click here for FAQs and tips on how to use Duo](#)) Once you have downloaded Duo, you can move on to Step 2 to connect to Clemson University's network through the VPN. Questions regarding this step should be directed to CCIT.

Step 2: [Click here](#) to download the VPN to your computer. If you would like detailed step-by-step instructions on how to download DUO and access Clemson University's VPN, please [click here](#). Questions regarding this step should be directed to CCIT.

Step 3: Using Internet Explorer as your browser, visit the URL: istart.app.clemson.edu

Step 4: Register your portal by entering your CU/XID and date of birth

Step 5: On the left-hand list of forms, select "F-1 Practical Training," and complete the **CPT Request e-form**

Please allow 3 business days for processing. You will receive an email from is@clemson.edu notifying you when your updated I-20 has been issued and is available for collection. If you have any questions regarding the e-form, please contact International Services, is@clemson.edu.