



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Curricular Practical Training (CPT)

F-1 regulations define Curricular Practical Training (CPT) as “alternate 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 university.” The International Student Advisor (ISA) must authorize an F-1 student to participate in a CPT program.

- **Eligibility:**
 - If you are currently in F-1 status and have, at a minimum, been enrolled as a full-time student during the nine months previous to the request, you may be eligible for CPT. Students not performing a formal degree program are not eligible for CPT.
- **Types of CPT:**
 - **Required** Curricular Practical Training is an internship or practicum that you **must** complete to earn your degree.
 - **For-credit** Curricular Practical Training allows you to earn academic credit toward your degree requirements in a job that is related to your field of study. It may be a required part of your degree program or an elective. **You must work with your advisor in designing a research project that you complete as part of the curricular practical training.**
- **Number of hours authorized:**
 - Part-time: 20 hours/week or less
 - Full-time: over 20 hours per week
- **Length of time authorized:**
 - Because of its unique relationship with the curriculum, there is no limit to the total (aggregate) time CPT may be authorized. However, CPT authorization is on a term by term basis.
- **Effects CPT may have on Optional Practical Training (OPT) after I graduate:**
 - If you have been authorized (in total) one year or more of *full-time* CPT, you do **not** have any remaining OPT eligibility. Full-time CPT that has not met (or surpassed) the one year mark does not affect your eligibility for authorization of OPT.
 - Part-time CPT currently does not affect your OPT eligibility.

How to apply:

You will need to have completed the following forms and bring them to your appointment with ISS.

- Letter of employment
 - printed on company letterhead showing company address
 - specifying your job title and describe the work you will do
 - indicating specific employment starting and ending dates
 - indicating number of hours you will work per week
- Have your academic advisor complete the Academic Advisor CPT Eligibility Verification form
- Letter from faculty member in your major supervising the internship
 - letter must show how the internship is related to the student’s area of study and is an integral part of your degree program

International Students Services, Lawrence University, 711 E Boldt Way, Appleton, WI 54911
Phone: 920-832-6509 Email: internationalhouse@lawrence.edu

Revised 10/2023



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- Complete the Student Request for CPT form

Bring the following to the meeting with ISS:

- the four forms listed above
- your passport
- your I-94 printout (from <https://i94.cbp.dhs.gov/>)

Approval process:

If the proposed activity meets the requirements for CPT and you are otherwise eligible, ISS will note the work authorization on your I-20. **You cannot begin employment until the start date indicated on your I-20 and must stop working before or on the end date.**



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Student Eligibility for CPT Verification Form

1. CPT is only for the purpose of participating in **legitimate internships** in a student's area of study. It is **not a means of gaining employment** eligibility.
2. Students must **complete one academic year, register with Career Services** and be registered to **receive credit** for the internship before being eligible to receive CPT authorization from the ISS.
3. Students who have maintained full-time enrollment as required by federal immigration regulations (15 units per term) but who have **completed all term units required** for the degree are **NOT eligible for CPT**.
4. It is not acceptable for students in advanced stages of a degree to **delay making progress** by not registering full-time without prior permission from the ISS. If a student is eligible to take a full-time load as defined in #3 above, the student **MUST** do so or risks violating U.S. immigration policy. The only exceptions for students to be enrolled less than full-time are those exceptions that appear on the ISS "**Reduced Course Load Authorization for F-1 and J-1 Students.**"
5. If any information is **misrepresented** on this form, ISS will not be held responsible and any resulting violations of immigration regulations will be solely the student's responsibility. Some potential results of a violation can include ineligibility for benefits of F-1 status including Optional Practical Training, having to apply to the Bureau of Citizenship and Immigration Services for reinstatement to F-1 status, denial of future requests to change to another non-immigrant status, or possible deportation proceedings by the Bureau of Immigration and Citizenship Enforcement branch of the Department of Homeland Security.

To Be Completed By Student:

Last Name: _____ First Name: _____

Major: _____ Degree: _____ (B.A., B.Mus.)

When do you expect to graduate? _____ Email: _____

List any previous authorizations for CPT (start/end date and number of hours/week): _____

I have read items 1-5 above. I certify that the information presented by me in this application is complete and correct to the best of my knowledge. I understand that it is my responsibility to register for credit for the internship. I am aware that once I have completed all term units required for my degree, I am no longer eligible for CPT, and I attest that I have not/will not take any actions to delay my graduation or delay completion of my required term units without appropriate authorization. I understand that if I request part-time CPT during the fall, winter, or spring terms (20 hours/week or less) I must register for a full-time course load. I understand if I request full-time CPT during the fall, winter or spring terms (more than 20 hours/week), I attest that the full-time employment will not impede or delay the progress of my academic program.

Signature: _____ Date: _____



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Academic Advisor CPT Eligibility Verification Form

To the Academic Advisor:

Please provide the information requested below, which will assist us in determining whether this student is eligible for Curricular Practical Training authorization as provided by U.S. immigration law.

1. CPT provides work authorization for employment that is an **“integral” part of a student’s curriculum** and which must be **related to his/her major**.
2. CPT is only for the purpose of participating in **legitimate internships** in a student’s area of study. It is **not a means of gaining employment** eligibility.
3. Students who have maintained full-time enrollment as required by federal immigration regulations (15 units per term) but who have **completed all semester hours required** for the degree or who have not yet completed **one academic year of study** are **NOT eligible for CPT**.
4. CPT **must not delay** the student’s completion of studies or completion of term units required for the degree.

To Be Completed Only by Academic Advisor or Other Major Program Faculty:

Student Name: _____

At the end of the current term, how many term units will the student have completed? _____

How many term units are **required** for a student to earn this degree? _____

Please check one option (yes or no) in each of the following categories:

Is this internship related to the student’s area of study and an integral part of the program of study?

Yes: Course name and number (required) _____

Must attach a short memo explaining how the internship is related to program of study including which course student will take. Contact ISS for more information.

No

Is this internship **required** by the program of study in which the student is involved, as demonstrated by publication in the Lawrence University Catalog or other departmental document?

Yes (*Must attach evidence such as printout from General Catalog.*)

No

Will research conducted during the internship or data gathered during the internship be used in the student’s thesis/dissertation?

Yes (*Must attach brief letter explaining how will be used in dissertation/thesis.*)

No

Faculty Name: _____ Date: _____

Signature: _____ Email: _____



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**SAMPLE LETTER FROM PROFESSOR IN MAJOR OVERSEEING
INTERNSHIP OR COURSE UNITS**

**Lawrence University
MEMORANDUM**

Date:

To: Lacy Frewerd, Director of International Student Services

From: Advisor/Professor's name

Subject: Student's name

This memo is sent as notification that _____ (student's name) is currently registered for _____ (class number and full name). *His* work for the class will consist of _____ (brief description of course work, e.g. writing papers, discussions, any other assignments.)

The student's employment in this capacity is an integral part of *his* studies in _____ (name your department). It is a requirement of this class to participate in an internship and participation in this internship will not delay the completion of _____ (student's name) degree requirements. (Please write 1-3 more sentences on how this class would benefit the student and is an integral part of *his* education at Lawrence and in your department). An example would be: *It is a requirement of this class to participate in professional musical groups because the skills required of a performer in a professional orchestra can only be attained through first hand experience.*