



## F-1 CURRICULAR PRACTICAL TRAINING - CPT

Curricular Practical Training (CPT) allows F-1 students an opportunity to apply academic study to a structured training experience prior to degree completion.

**IMPORTANT:** *You may engage in CPT only if you have already received written approval on your I-20 from an ISO advisor. Any off-campus training undertaken prior to receiving written authorization or beyond the authorized dates violates F-1 immigration regulations and can lead to termination of your F-1 student status.*

### WHAT QUALIFIES AS CURRICULAR PRACTICAL TRAINING?

CPT must be directly related to the field of study (major) and appropriate for the level of study

**-AND-**

*Required to Complete Degree Program* - Internships, practicums and cooperative education (Co-op) opportunities that are an established part of a curriculum and required to meet the graduation requirements of a program meet the requirement for curricular practical training.

**-OR-**

*An Integral Part of Curriculum* - Internships, practicums and cooperative education (Co-op) opportunities which are not required by the degree program but may still meet the requirements if students receive academic credit or there is transcript documentation.

### ELIGIBILITY

- You must have been enrolled consecutively, as a full-time student for the equivalent of one academic year (2 semesters)\*
- You must be in valid F-1 status
- You must have completed at least 1 full academic semester at GW in the semester prior to proposed practical training\*
- You must have already received an eligible offer for training

#### DURING OFFICIAL VACATION PERIODS

- You are eligible to participate full-time\*\*
- You must be enrolled full-time in the next consecutive term at GW

#### DURING THE ACADEMIC SEMESTER

- You are eligible to participate a maximum of 20 hours/week total (on- and off-campus combined) - *Per GW University Bulletin, University Regulations, Student Status*
- You must maintain full-time enrollment status at GW and make normal progress toward the completion of your degree, which means that in most cases you are only eligible to participate in training only in the DC Metro area or remotely

*\*Graduate students in programs that require an internship within the first year should see an ISO advisor about a possible exception. Students who have been enrolled full-time at a U.S. college/university in another status immediately before changing status to F-1 should consult with an ISO advisor.*

*\*\*If summer is your final term, it cannot be considered an official vacation period*

## HOW CAN I FIND AN INTERNSHIP, PRACTICUM OR COOPERATIVE EDUCATION OPPORTUNITY?

Center for Career Services - [gwired.gwu.edu/career](http://gwired.gwu.edu/career)

F. David Fowler Career Center (GWSB) - [business.gwu.edu/careercenter/](http://business.gwu.edu/careercenter/)

Graduate Student Career Development (ESIA) - [elliott.gwu.edu/gscd/index.cfm](http://elliott.gwu.edu/gscd/index.cfm)

Graduate School of Education & Human Development Career Services (GSEHD) - [gsehd.gwu.edu/career-services](http://gsehd.gwu.edu/career-services)

Center for Professional Development & Career Strategy (Law) - [www.law.gwu.edu/Careers/](http://www.law.gwu.edu/Careers/)

### IMPORTANT NOTES

- If you engage in twelve or more months of **full-time** CPT at your **current** program level you will not be eligible for Optional Practical Training (OPT) when you complete your studies.
- CPT is authorized on a semester-by-semester basis, and therefore you need to apply for CPT authorization each semester.
- You must limit your training to the specified location and position authorized on your I-20
- For part-time training, you must be careful to limit your participation to no more than 20 hours per week.
- CPT can be authorized for paid or unpaid positions

### HOW DO I APPLY?

To apply you must submit the following documents to the ISO:

- A proposal letter from you** describing the type of training you would like to do and how the proposed training is directly related to your major field of study. If you are requesting an extension of an existing authorization, you should explain how your duties will change.
- A letter (on letterhead) from the entity offering the training** clearly indicating:
  - Name and address of the entity issuing the paycheck, if there is one
    - Note: If the location involves a second entity, that entity should be identified
  - Address where training will take place
  - Title of your position and detailed description of your duties
  - Number of hours you will be training per week
  - Exact dates when your training is expected to begin and end
- A letter (on GW letterhead) from your academic advisor** containing the following information:
  - Indication that s/he has reviewed your proposal and letters
  - Brief description of your degree program and how the proposed training is directly related to your academic program (major)
  - Explanation of how the proposed training is an integral part of your curriculum of study
  - Estimated date of graduation
  - Indication that you are making normal progress toward degree completion and that the proposed training will not interfere with continued satisfactory progress by the graduation date indicated on your I-20
- Proof of enrollment** in the appropriate curricular course (unless required by program and no class is available)
  - ESIA undergraduate students, CCAS, SEAS – Please go to <https://careerservices.gwu.edu/professional-praxis> and follow the instructions to apply for enrollment in the Professional Praxis program. Allow a minimum of 2-3 business days for processing. Enrollment in the Professional Praxis course is required to receive authorization for internships, practicums and other opportunities.
  - ESIA graduate students, GSEHD – See the career center specific to your program
  - GWSB graduate students – See the International Student Liaison in GWSB to enroll in MBAD6298
  - GWSB undergraduate students (enroll in BADM 4950), CPS, SPHHS – See your academic advisor
  - Law – See the Law School Career Services Office
- Legible photocopy of the **biographic (identification) page, expiration date page, and U.S. visa page from your passport**
- Legible photocopy of your most recent I-94: [www.cbp.gov/i94](http://www.cbp.gov/i94)

*It is important that you submit a complete application according to the outlined requirements above. If an application does not meet the requirements, the processing of your paperwork may be delayed. Please allow a minimum of 10 business days for processing.*