

CPT Employer Guide

Curricular Practical Training



DEFINING CPT

Curricular Practical Training (CPT) is off-campus employment available to F-1 students when the training experience is considered to be an integral part of the established curriculum and directly related to the student's program of study.

"Training" is referred to paid or unpaid internships or employment. According to immigration regulations, CPT may be an internship, practicum, or other work experience that is required for program completion (as defined in the course catalog) or for which academic credit is awarded.

ROLE OF THE EMPLOYER

Sponsoring employers, agencies, or other institutions may offer employment or training to St. Thomas University F-1 students in paid or unpaid internship or practicum.

Most students engage in CPT during the summer months, however, CPT must correspond with the academic semester. If the student participates in full-time CPT for 12 months or more, he/she is no longer eligible for Optional Practical Training (OPT).

The student must obtain authorization from ISSS prior to the start of training. When granted CPT authorization is clearly noted on page 2 of the student's SEVIS I-20 Form.

The student may not begin work prior to the CPT start date printed on page 2 of the SEVIS I-20 Form and may not work beyond the noted CPT end date, without prior authorization from the International Student Office.

EMPLOYER OFFER LETTER

The employer must provide the international student with a written offer letter on official letterhead. The following information must be included in the letter:

1. Employer name
2. Employer address – and location where student will work
3. Employment start and end date
4. Number of hours expected to work per week (full-time or part-time)
5. Position title
6. Position description
7. Statement of how the position is relevant to the student's program of study
8. Name of immediate supervisor (if known)