Curricular Practical Training (CPT)

Authorities
8 CFR 214.2(f)(10)-(12)

Curricular Practical Training (CPT) is a type of work authorization that allows international students with an F-1 visa to participate in off-campus academic internships during their degree program. The purpose of CPT is academic, not just for employment purposes, and the internship must be considered an integral part of a student’s degree program.

Eligibility Requirements

Valid F-1 Student Status
- Must have completed a full academic year as a full-time student

Internship offer
- Must have a specific job/internship offer
- Job/internship must be related to field of study as listed on the I-20

Course Enrollment
- Unpaid Internships (government, nonprofit, courts):
  1. Students must enroll in Lawyering Practice Externship or a Supervised Research course that requires an internship during the semester/summer they wish to do CPT.
  2. Course requirement varies with professors. Periodic journals or papers may be required.
  3. Students CANNOT accept any kind of compensation for work performed in an unpaid internship. Please check with the employer to ensure labor laws are followed.
- Paid Internships or internships with for-profit companies (law firms, corporations):
  1. Students must enroll in at least one credit of Supervised Research.
  2. Students are responsible for finding a faculty member to supervise their research.
  3. The research must relate to their internship.
  4. This is only available in the summer, except for out-of-town Externships.

Hours of Employment
- Fall and Spring semesters:
- Students may work up to 20 hours per week (part-time).
- Full-time is only possible for out-of-town Externship
- Summer Session
  - Students may work up to 40 hours per week (full-time).
  - Students can work on-campus as well as on CPT simultaneously.

**Duration of Work Authorization**
CPT authorization is given on a semester/summer basis and students must apply separately for each semester/summer they wish to do CPT.

**CPT and OPT**
CPT does not interfere with students’ eligibility for Optional Practical Training (OPT) after graduation unless they have done a total of 12 months full-time CPT during their degree program. In this case, they would lose the option to do OPT. Amounts under the 12 months full-time DO NOT cancel any portion of OPT.

**CPT Application Process**
1. Student secures a job offer.
2. Summer CPT:
   - Based on nature of job/internship, students register for Supervised Research (W74 LAW 695) or Lawyering Practice Externship (W74 LAW 798A), both taught by Professor Amany Hacking (amanyrhacking@wustl.edu).
   - Students taking Supervised Research course can choose to find another professor who is willing to supervise.
3. Fall/Spring CPT:
   - Based on nature of job/internship, students register for Supervised Research (W74 LAW 695) with a faculty member of their choosing or Lawyering Practice Externship (W74 LAW 798A) taught by Professor Mary Perry (mlperry@wustl.edu). Please contact Katie Herr (kmherr@wustl.edu) at the clinic before enrolling in Externships.
4. Students turn in their CPT authorization form (Lawyering Practice Externship or Supervised Research) to the tray on the counter in the Law School’s Registrar’s Office (Anheuser-Busch Hall, Room 210C, (314) 935-7458, Registrar@wulaw.wustl.edu).
5. Once approved by the Registrar, students must pick up the form and then submit it to Office for International Students and Scholars (OISS).
6. Return to OISS to pick up the CPT authorization three business days later (A new Form I-20 that shows OISS has approved you for this employment).
   - CPT authorization and employment information will be annotated on page 2 of the CPT I-20.
   - Review CPT authorization to ensure accuracy.
7. Begin working on CPT.
   - Student may not begin working until s/he has received the CPT I-20 from OISS and the employment start date has been reached.

Please note:
- CPT application deadline is the last/add drop date of each semester (A week before employment for summer), unless student is able to add the internship course with special permission.
- CPT authorization is employer specific and is valid for the student’s current employer only. If students change jobs, they will need to apply for a new CPT authorization.
- Students must keep all original copies of CPT I-20s as they will be required for future USCIS applications such as OPT, H1Bs and permanent residency.
- Working improperly or without authorization is a serious violation of F1 status. Please contact OISS for relevant questions.
- Once you receive your CPT authorization for a paid position, you must apply for a Social Security Number if you don’t already have one. You must also have a Social Security Number before you can receive Summer Public Interest Funding.
- Students enrolled in CPT during the summer will be charged tuition by the credit hour.

**Summer Public Interest Funding**

Students must follow the application procedures for the Summer Public Interest Funding program and should contact the Center for Career Development with relevant questions.

If you have any questions, please contact:
Registrar: Sarah Hellin (sarah.hellin@wustl.edu)
Peer Advisor: Ernest Zhu (ernestzhu@wustl.edu)