

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 work activities during their degree program. The purpose of CPT is academic, not just employment, and the work must be considered an integral part of a student's degree program.

Eligibility Requirements

Valid F-1 Student Status

- Must have completed at least one full academic year as a full-time student

Work Offer

- Must have a specific job/placement offer
- The off-site work must be related to the field of study as listed on the I-20

Course Enrollment

- Fall/Spring Semester Externships:
 1. Students must apply for and be accepted into the Lawyering Practice Externship course through the Clinical Education Program.
- Summer Unpaid Off-Campus (government, non-profit or corporate legal office) Work :
 1. Students must enroll in the Lawyering Practice Externship (LPE) course .
 2. LPE course requirements include an orientation, periodic journals, and time logs.
 3. Students cannot receive monetary compensation from the office where they will be working but can receive compensation from a source other than that office (e.g., a stipend or grant from a third party, including the law school).
- Paid Work (fall, spring or summer) or any work with a law firm (paid or unpaid) :
 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. In the summer, all Supervised Research is handled through the Clinical Education Program. The research paper must relate to the legal activities the student is doing at the work site.

Hours of Paid Employment

- Fall and Spring semesters:
 - Students may work up to 20 hours per week (part-time).
- 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 a student's eligibility for Optional Practical Training (OPT) after graduation unless the student has used a **total** of 12 months **full-time** CPT during their degree program. In that 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 or is enrolled in a fall/spring externship course.
2. Summer CPT:
 - Based on whether the work is paid or not, students register for the Lawyering Practice Externship (W74 LAW 798A) (unpaid positions) or Supervised Research (W74 LAW 695 (paid positions and law firms), both taught through the Clinical Education Program.
3. Fall/Spring CPT:
 - Based on whether the student applied for and is accepted into an externship for academic credit or is doing other off-site paid or unpaid work, students are registered by the Clinical

Education Program for their externship or must register for Supervised Research (W74 LAW 695) with a faculty member of their choosing.

4. Students turn in their CPT authorization form ([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 the 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 the 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 the fall/spring semester. There is no summer application deadline but the student cannot begin work until authorization is received.
- CPT authorization is externship or employment office specific and is valid for the student's current placement only. If students enroll in a new externship or 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 violation of F-1 Visa 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 do not already have one. You must also have a Social Security number before you can receive a Summer Public Interest Stipend.
- Students enrolled in CPT during the summer (either through the Lawyering Practice Externship or Supervised Research) will be charged tuition by the credit hour.

Summer Public Interest Stipend Funding

Students must follow the application procedures for the Summer Public Interest Stipend 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)

Clinical Education Program: Katie Herr (kmherr@wustl.edu)