



INFORMATION AND INSTRUCTIONS

Curricular Practical Training

If you are a student in F-1 visa status, you may apply for Curricular Practical Training (CPT) work authorization in your field of study. You may do this if the practical training is determined to be **integral** or **required** as part of your established curriculum and the relevant coursework must connect with your major program of study. This kind of practical training permits a student to take a temporary job or internship for a period no longer than one academic term at a time. Once the student completes all requirements for the degree, CPT is no longer available. You are limited to a total of 20 hours a week during the academic school year and 40 hours a week during university-scheduled breaks and holidays.

To qualify for CPT, the following must apply:

- You must be in lawful full-time F-1 student status for a full academic year (two semesters or three quarters.)
- You must be in good academic standing with the university.
- The requested training must be an integral or required part of your program of study.
- You must have a job or internship offer.

The two most common types of CPT are outlined below:

1. **CPT as an integral part of established curriculum.** The student and the advisor will need to note the appropriate course number on the CPT authorization form. Students can either be enrolled in an internship course OR connect CPT to a relevant course being taken that term or the term prior.
2. **CPT to fulfill a degree program requirement.** In order for training to be considered “required,” *all students in the degree program must be required to complete an internship in order to receive their degree.*

If you meet the above qualifications, you are eligible to apply for CPT. **You must be authorized for CPT by the Office for International Programs before you begin your employment.** Working without authorization is illegal and will result in the termination of your F-1 status.

Steps to Obtain CPT Authorization

Please read both the instructions above and the following steps carefully:

1. Obtain a job or internship offer letter from the proposed employer; the following information must be included within the letter:
 - a. Beginning and end dates of the proposed employment or internship
 - b. The number of hours you will work each week
 - c. A general job title and description of the nature of the work
2. Complete the attached CPT Application form. Fill out the student section.
3. Meet with your academic advisor to get their signature for the advisor section of the attached form.
4. Meet with an international student advisor to review your completed documents; you can set up an appointment by calling 773-508-3899 or visit during walk-in hours.

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Office for International Programs, Sullivan Center 206, 6339 N. Sheridan Road, Chicago, IL 60660

T: 1-773-508-3899 F: 773-508-7125 E: iss@luc.edu W: luc.edu/iss

CPT: Frequently Asked Questions***Q: When can I begin work?***

A: You can begin work after your new SEVIS form I-20 has been endorsed by the Office for International Programs.

Note: Once you obtain written authorization from the Office for International Programs on your SEVIS I-20, no further authorization is required by the United States Citizenship and Immigration Service.

Q: How many hours a week can I work?

A: You are limited to a total of 20 hours per week during the academic school year and 40 hours a week during university-scheduled breaks/holidays.

The only exception to this is students whose academic program requires a full-time internship during the academic year.

Q: What happens if I work on CPT for longer than 12 months?

A: If you engage in full-time CPT for a total of twelve months or more, you will no longer be eligible for Optional Practical Training.

Q: I'm volunteering – do I need CPT authorization.

A: You will need CPT authorization even if the work you're doing is on a volunteer basis.

Q: I'm taking a required class, but it's not part of my major – can I use CPT for this?

A: The CPT opportunity must connect with what is indicated on your I-20 as your program of study; even if your coursework satisfies a university requirement it must be relevant to your major in order to qualify for CPT.

For further questions, please contact the Office for International Programs by phone at 773-508-3899 or by email at iss@luc.edu.

CPT APPLICATION**SECTION ONE: Student completes this section.*****Student Information***_____
Family Name (Last Name)_____
Given Name (First Name)_____
LUC Email_____
LUC ID Number (LID)_____
Phone NumberLevel of study: Undergraduate Graduate

Major/Program of Study: _____

I am applying for: Part-time CPT (20 hours per week or less) Full-time CPT (20 hours a week or more; contact your ISS advisor for full-time CPT limitations)***Employment Information***_____
Company/Organization Name_____
Job Title

Company/Organization Address: _____

Street

City

State

Zip Code

Training Supervisor Name_____
Training Supervisor Phone Number_____
Start date of employment_____
End date of employment*

Hours per week of employment: _____

Position title: _____

Please briefly describe the nature of the position and how it relates to the course of study:

*Example: I am studying mechanical engineering and am interning for an engineering technology company.*_____

*Note: If no end date is specified, the end date will be set for the end of the term.**Explore | Engage | Transform | Lead**

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I certify that I have been enrolled on a full-time basis and have maintained lawful F-1 student status for at least one academic year at Loyola University Chicago (or, that I qualify for participation in off-campus employment in my field of study prior to the completion of one academic year at Loyola University Chicago due to the documented requirements of my degree program or extenuating circumstances discussed with both my academic advisor and the Office for International Programs. I will not begin off-campus employment before receiving the appropriate authorization to do so and I am aware that unauthorized employment will result in the termination of my SEVIS immigration record and F-1 visa status.

 Student Signature Date

SECTION TWO: Academic Advisor/Program Director completes this section.

The student above has enrolled in the following course, which has been determined to be an integral part of their established curriculum and fulfills a specified academic degree program requirement:

Course Name/Number	Course Credit Hours
Semester/Quarter Student Enrolled in Course	Student's Expected Semester/Quarter/Year of Graduation

- This CPT opportunity has been determined to be (check one):
- Part of an **internship course** for which the student will receive academic credit
 - An **integral part of the student's curriculum**
 - A **summer CPT** opportunity
 - Necessary for the **completion of a doctoral dissertation**

I certify that the course identified above is supervised by a Loyola University Chicago faculty member, has clearly defined goals/objectives, and is listed in the University's course catalog. The student above is expected to continue making normal progress toward academic degree program completion while pursuing off-campus employment in their field of study.

Academic Advisor/Program Director Name	Academic Advisor/Program Director Signature	Date
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