Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is "employment which is an integral or important part of your curriculum." It refers to any off-campus paid work experience, be it a co-op position, internship, practicum, research project, or work/study arrangement offered by sponsoring employers through cooperative agreements with the College. In every case above, the work you perform must be related to your current field of study. While under F-1 status, you are required to obtain CPT authorization through the International Student Services Office for any work experience you obtain.

Qualifications/Preconditions

• Only F-1 students who have been in continuous, lawful status for a period of 9 months (2 semesters) or more are eligible to receive a period of CPT.
• Salem College requires that all students who engage in CPT receive course credit for the proposed period of training.
• Proposed training must be an integral part of the student's academic program of study.

Part-Time CPT

• No limit on the amount of time an F-1 student can perform part-time CPT.
• Students approved for part-time CPT are allowed to work a maximum of 20 hours per week.
• Part-time CPT has no effect on optional practical training (OPT) eligibility.

Full-Time CPT

• Students can work over 20 hours per week while performing full-time CPT.
• Students who work more than one year using full-time CPT are not eligible to receive period of OPT.
• An F-1 student who is approved for a period of full-time CPT while school is in session is required to remain enrolled on a full-time basis during the course of the employment. This does not apply to those students who perform full-time CPT during the summer break, Jan-term or during school holidays.

CPT Dates

• All CPT approvals will have a start and ending date, which will be listed on page three of Form I-20. A student CANNOT begin work prior to the start date. Employment must cease on the end date listed on the I-20.
Designated Employer

• CPT allows for an F-1 student to pursue off-campus employment with a designated employer.
• Students can have more than one employer, but must have separate CPT approval form for each employer.
• An F-1 student is allowed to change employers during the course of the CPT period, but the new employer and approved employment dates must be designated on the I-20. A new CPT approval form is necessary when changing employers.

CPT Application Process

CPT is granted through the office of the International Student Services Coordinator. You will need to submit the following items to the ISSC office:

1. Completed CPT application form, signed by the academic advisor.

2. A letter printed on official letterhead from the employer. The letter must contain the following:
   • Brief description of employment
   • Address of place where student will be working
   • Name and telephone number of immediate supervisor
   • Estimated number of hours per week
   • Employment start date
   • Employment end date

3. Copies of all I-20s – previous & current, copy of both sides of I-94, copies of any previous EAD cards, and copy of passport.

Once all necessary documentation is received, a new I-20 form will issued.