

Curricular Practical Training (CPT) is a paid off-campus internship/opportunity directly related to a student's field of study. Compensation could mean a paycheck, stipend, housing included in the internship, scholarship, etc.

**The purpose of CPT is not to facilitate employment authorization** but to allow students to participate in training related to their field of study. CPT must be approved by International Student and Scholar Services (ISSS) *prior* to the CPT start date.

#### ELIGIBILITY:

- Students must be approved for **one** of the options below:
  - The student will enroll/has already enrolled in a related course. Students will be required to confirm with their advisor that this course was/is relevant to their internship.
  - The internship is required to graduate. Students must enroll in required course.
  - The graduate student only is using this experience for dissertation/thesis research that cannot be completed on-campus. The student must have been in valid F-1 status and have been enrolled full time at Western New England University for at least one academic year (nine months).
    - Faculty must also submit a CPT Faculty Approval for Research Letter.
- Authorization is employer and date specific. If there are any changes to the employer or dates, students must inform ISSS immediately.
- F-1 students who engage in 12 months or more of full-time curricular practical training, become ineligible for Optional Practical Training (OPT). Part-time CPT does not affect OPT.

#### STUDENT APPLICATION PROCESS:

1. Once you have determined that you are eligible for an internship, it is your job to make an appointment with your academic/faculty advisor and speak to them about the opportunity.
2. Visit the [Career Development Center](#) for assistance in finding an internship. The Career Development Center will not place you in an internship but will help you find opportunities in your field.
3. Once you have secured the internship, make arrangements to register and enroll in the appropriate internship course (if needed) and to find a faculty advisor for the course.
  - 1) Complete the [CPT Request Form](#) and gather the required documents:
    - i. A letter or email from your employer, which states the start and end-dates, the number of hours per week, and a brief description of your responsibilities.
    - ii. Submit the Faculty Approval Letter if doing thesis/dissertation research for CPT.
  - 2) Turn in your CPT Request Form and required documents to ISSS. You should expect CPT authorization to take four business days. ISSS will provide you with a new I-20.
    - i. **Do not begin your employment without CPT authorization.**
  - 3) You must keep ALL copies of your I-20s but you should only use the updated I-20 with CPT authorization for travel and re-entry to the United States.
  - 4) A Social Security Number is required for all those who are employed in the United States. If you do not have one, you will need to [apply](#) for one.