



Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is employment authorization for F-1 students to engage in paid or un-paid work experiences, practicums, or internships that are either required or an elective for graduation and are integral to the declared MCC academic program. The Department of Homeland Security prohibits the authorization of CPT for the primary purpose of facilitating employment. Students are limited to a maximum of 20 hours per week of combined work, including CPT, severe economic hardship, and on campus employment during school sessions, unless they have special authorization from US Citizenship and Immigration Services (USCIS). F-1 students may only begin CPT on start date listed on the CPT-approved I-20.

Eligibility

The student must:

- be in an associate degree or certificate of achievement program. Students in ESL coursework are not eligible for CPT.
- be in F-1 status currently and maintained status for an academic year.
- enroll full time while on CPT, unless ISS has provided authorization, such as a Reduced Course Load or annual vacation.
- apply for CPT each quarter and enroll in the appropriate internship, clinical, or practicum course.
- obtain a letter from an employer/internship/practicum site supervisor with clear start and end dates in line or within MCC's quarters.
- make normal progress towards graduation.

Part-Time vs. Full-Time CPT

- Part-Time CPT - Most students are eligible for part-time CPT or employment for 20 hours or less per week.
- Full-Time CPT - Students may be eligible for full-time CPT or employment for more than 20 hours per week but need to discuss this option with ISS in advance. Students who have 12 months of full time CPT will be ineligible for post-completion Optional Practical Training.

How to Apply

1. Complete Section I of the CPT form.
2. Connect with an instructor, program coordinator, or dean of the internship/practicum course to complete Section II.
3. Register for the course. The academic department may need to set up the course for you.
4. Request a letter from the prospective CPT employer/supervisor on original company letterhead including:
 - a. Company name and physical location of the CPT work
 - b. Start and end date of the CPT
 - c. Number of hours per week
 - d. Role and responsibilities during CPT
 - e. Supervisor's name, phone number, and email address
 - f. Supervisor's signature and date
5. Email in the completed CPT form, your schedule, and the letter to ISS for review at iss@mccneb.edu. If you are approved, then you will receive a new I-20 with your CPT information on page two via email. Do not start until the start date on the CPT-approved I-20, otherwise your SEVIS record may be terminated for unauthorized employment.



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SECTION I -- TO BE COMPLETED BY THE F-1 STUDENT

Last Name: _____ First Name: _____
 Student ID #: _____ Phone #: _____

Which kind of CPT are you requesting "Full Time" or "Part Time"? _____
 What is your current MCC academic program? _____
 Is this an associate degree or a certificate of achievement? _____

Signature: _____ Date: _____

**SECTION II -- TO BE COMPLETED BY THE
 INSTRUCTOR, DEAN or PROGRAM COORDINATOR OF THE COURSE**

Instructor, Coordinator, or Dean's Name: _____
 Phone #: _____ MCC E-mail: _____

Course Number: _____ Course Title: _____
 Number of Credits: _____ # of hours/week: _____

Full Name of the Company/Organization/Employer: _____
 Full address of where work is to be performed: _____
 Internship/Practicum Job Title: _____
 Start Date: _____ End Date: _____

Note: The start and end dates of CPT should be within the dates of MCC's quarters.

Check One

The above course is a REQUIRED part of the student's curriculum for graduation.
 The above course is NOT REQUIRED, but academic credit(s) will be awarded upon successful completion of the course, and the credit(s) will count toward graduation requirements. Please explain how this will fulfill degree requirements.

Signature: _____ Date: _____

SECTION III – TO BE COMPLETED BY INTERNATIONAL STUDENT SERVICES

In accordance with 8 C.F.R. § 214.2(f)(10), the above request for CPT is:

Approved Denied Reason: _____
 STRK Notes
 Enter CPT information in SEVIS
 Upload this form, employer letter, schedule, and I-20 in Etrieve
 Email the I-20 to student for their signature and date (later upload it in Etrieve)
 P/DSO Initials & Date: _____