



International Student Services Office

Curricular Practical Training (CPT) Policies and Procedure

U.S. Citizenship and Immigration Services (USCIS) defines Curricular Practical Training (CPT) as employment which is an integral part of an established curriculum, including: “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” [8 CFR 214.2(f)(19)(i)]. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application.

Student eligibility requirements:

1. Have been lawfully enrolled on a full-time basis for one academic year
2. Be in lawful F-1 status at the time of application
3. Have a job offer which is related to your major
4. Have a minimum GPA of 2.8 and 30 credits completed at MMC (15 credits for transfer students)
5. Must be receiving credit for the internship (either through Career Services or as a requirement of your major)

Part-time vs. Full-time CPT

Part-time CPT: Employment for 20 hours or less per week is considered “part-time” CPT. There is no limitation upon the length of time you may participate in part-time CPT. You must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered “full-time” CPT. Please be aware that 12 months or more of full-time CPT will cancel your eligibility of Optional Practical Training (OPT).



International Student Services Office

Curricular Practical Training (CPT) Policies and Procedure

Procedure for Application

The International Student Services Coordinator must authorize CPT before your job begins. Please allow adequate time to complete the process.

Required documents needed for the ISS Coordinator:

1. Copy of completed College Credit Internship Application
2. Copy of completed Credit Internship Learning Agreement
3. Employment letter including:
 - The student's name
 - The company's name and address
 - The job description
 - Number of hours to be worked
 - Start date and end date of employment
 - The letter must be on the company's letterhead
4. Completed CPT application

Upon reviewing the required documents above, the ISS Coordinator will check the database to determine whether or not you are registered for the internship course. If you are not registered for the course, your application for CPT cannot be approved.

If your application is approved, CPT will be authorized in SEVIS and you will be issued a new Form I-20 showing its approval. Please be aware that if you wish to pursue CPT for more than one semester, you will need to complete the above procedures for that semester and also register for the appropriate course for that term.