

F-1 CURRICULAR PRACTICAL TRAINING INSTRUCTIONS and RECOMMENDATION FORM

Definition: CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional, temporary employment such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. The training must either be a required part of the established curriculum and something for which the student will receive academic credit.

Employment may be either full-time (over 20 hours a week-available only during summer or winter breaks) or part-time (20 hours or less a week). If 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period.

Important: CPT is NOT a stop-gap or a back door to employment. For work that is directly related to the student's major, but has no curricular component, the student should consider pre-completion Optional Practical Training.

Academic Credit Requirement – **NEW**

CPT is available to students who either need to complete a degree required internship or, who will receive academic credit for the proposed internship. Students should first check with their Academic Advisor to see what internship options are available within that program. * The period of employment should fall within the limits of a given academic term and any offer of proposed employment, MUST contain a start date and an end date. Students participating in CPT during a fall or spring semester must continue to pursue a full course of study. CPT is not permitted once a student has completed their degree program.

****Please see page four of this application for current internship class offerings.***

Eligibility:

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad. **If you are beginning a new program at Suffolk and have just completed a year of OPT, you must complete two full semesters in your program before seeking CPT.**

Authorization

CPT is authorized ONLY by an international student advisor in the International Student Services Office (ISS). Employment may not begin until proper authorization is obtained on page 3 of the student's I-20 and must end by the authorized completion date.

Part B: Academic Verification

To be completed by the student and the department chair, faculty advisor, or designated departmental internship coordinator.

According to regulations in 8 CFR 214.2 (f)(10)(i), "An F-1 student may be authorized to participate in a curricular practical training program which is an integral part of an established curriculum." An important part of the CPT approval process is verification that the proposed employment is a required part of the curriculum, or being completed for a course tied to academic credit.

To be approved for CPT, you MUST be registered for an internship course within your major.

- A. _____ The employment is a required part of the student's curriculum. Please list course number below.

- B. _____ The proposed employment is directly related to the student's major and will fulfill a course requirement.

Academic Course Title/Course number	Semester	Credit Hours
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I have reviewed the proposed internship for this student and verify that it is directly related to the student's major field of study and therefore appropriate for the above referenced course.

Advisor/Faculty Signature and title	Date
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PLEASE RETURN THIS FORM TO THE INTERNATIONAL STUDENT SERVICES OFFICE, ALONG WITH YOUR OFFER LETTER. ONCE THIS HAS BEEN SUBMITTED, PLEASE ALLOW 3-5 BUSINESS DAYS FOR YOUR NEW I-20 TO BE CREATED. EMPLOYMENT MAY BEGIN ONLY WHEN THE NEW CPT I-20 HAS BEEN ISSUED.

This is a list of current Suffolk University Internship course offerings by college and degree level. Please make sure to consult both your academic advisor and the ISSO prior to registering for or beginning any internship. Students are only permitted to do internships within their major.

SBS Undergraduate	SBS Graduate	CAS Undergraduate	CAS Graduate
ENT 521	MKT 920	ADG 400	ADG 700*
SBS H 520	MBA 920	ADI 400	ADI 700*
SBS HC 220	HLTH 911	ADIL 400	AHE 645*
MGT H 520	PAD 859	ADFA 400	CJ 783, 784
MKT H 520	HLTH 885*	ADPR 503	CJ 786, 787
MGT 360	MGIB 901	ALS 381	CJN 903
MKT 519	MGT 920	ARH 290	COUNS 720, 721
MKT 520	TAX 920	AS 500	COUNS 738, 739
MGT 520	FIN 920	BIO 500	COUNS 740, 741
SBS 520		BIO 503	EC 790
SBS 521	*Required for degree completion	CHEM 500	EHS 740, 741
SIB 520		CJN 505	GOVT 723*
SIB 521		CJN 507	GOVT 958
ISOM 520		COMP SCI 501	PHIL 713
PAD 410		EC 503	PHIL 720
FIN 560*		EDUC 415*	PSYCH 738, 739
ISOM 560*		EDUC 416*	PSYCH 777
ACCT 560*		EHS 660	PSYCH 801
		ENG 514, 515	PSYCH 900
*Required for degree completion		ENST 403	
		ENVS 436	*Required for degree completion
		FR 402	
		FS 428, 429	
		GVT 521, 522, 523, 524, 525, 526, 527	
		GVT 531, 533	
		HST 522	
		MATH 503	
		MS L304, L314	
		PHIL 513	
		PHYS 304	
		PHYS 314	
		PSYCH 350	
		SOC 483, 484	
		SPAN 1210	
		THETR 102	
		THETR 202	
		UES 403, 500	
		*Required for degree completion.	