

International Student Programs

CURRICULAR PRACTICAL TRAINING

General Information: Curricular Practical Training (CPT) is a type of off-campus work authorization for international students. Students whose program of study requires an internship or whose academic advisor can verify that the internship adds meaningful experience to the academic program may be eligible to apply. The internship must be directly related to the student's field of study and the student must enroll for credit. CPT authorization is employer specific; a student must have a job offer and the job must be directly related to the student's field of study.

Eligibility: International students who wish to gain CPT authorization must demonstrate that they are in valid F1 status. To do this, they must enroll full-time for an entire academic year prior to the CPT start date. The exception to this would be a graduate level student whose program requires immediate participation in an internship.

Part- or Full-time Authorization: At EOU, most CPT is authorized for part-time during the academic year. Students are eligible for full-time CPT authorization during the summer and winter breaks. Full-time CPT during the academic year is approved on a case-by-case basis, typically for students who have completed all or almost all of their coursework and per the academic advisor's recommendation. Part-time CPT authorizations do not accrue against *Optional Practical Training* and therefore are limited only by the number of degree-applicable credits a student may earn for CPT. If 12 months of full-time work authorization are used under CPT, the student gives up *Optional Practical Training*.

Application: Before applying for CPT, a student must secure a job offer and discuss credit-earning options with their academic advisor. Students should allow at least **5 business days** for CPT application processing and **MUST NOT** begin working until they have received the I-20 bearing work authorization. This is especially true in the case of CPT extension (SEVIS does not permit backdating). If an extension is not applied for in a timely manner, then the student must stop working by the date indicated on the I-20 bearing work authorization.

Remember, CPT can only be authorized by EOU's International Student Services Coordinator. EOU authorizes CPT on a term-by-term basis.

A complete CPT application must contain the following documents:

1. CPT verification form (attached) signed by the student's academic advisor or instructor of record.
2. A copy of the EOU internship form signed by the student's academic advisor.
3. A letter (on official letterhead) from the employer including the following information:
 - Job title
 - Physical location where the student will be employed
 - The beginning and ending dates of the employment period
 - The number of hours/week the student will be expected to work
 - A brief description of the work the student will be doing

Feel free to contact your International Student Services Coordinator either by phone (541-962-3406) or by e-mail: jcamp@eou.edu