CURRICULAR PRACTICAL TRAINING INFORMATION SHEET

Definition
CPT “must be an integral part of an established curriculum.” It allows a lawful F-1 student to engage in “alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

Eligibility Requirements CPT
- Students must be in lawful F-1 status at the time of the application.
- Undergraduate students must complete one academic year as full-time students before they become eligible for CPT.
- Graduate students are eligible whenever it is required in their program of study.
- Passport must be valid for at least six months into the future.

Application Procedures
1. Attend CPT workshop in person or review online at http://sa.utep.edu/oip/cpt-workshop-2/
2. Original job offer letter (on company letterhead) from the proposed employer that includes the following information (e-mails and/or faxes are NOT acceptable):
   - Place of employment
   - Location
   - Detailed job description to indicating direct relation to course of study
   - Number of hours per week; and
   - Beginning and ending dates of employment
3. Complete the OIP Curricular Practical Training Application
   - Academic advisor’s recommendation certifying that the “alternate work/study, internship, cooperative education” is a required/strongly recommended experience of the field of study.
4. Contact the University Career Center (UCC) for registration into Co-Op.

Submit all documents to the OIP, Union Bldg. East Room 203 or via email at oip@utep.edu.

Important Information
- You may engage in CPT only after you have obtained permission from the OIP.
- All CPT employment/activities must be completed before graduation.
- You must maintain full course of study or its equivalent while on CPT.
- CPT employment must be performed for the specific employer, location and period listed on the I-20.
- CPT may be paid or for academic credits.
- You may engage in CPT part time (20 hrs or less) or full time (over 20 hrs).
- If you complete twelve (12) months of full time CPT, you will NOT be eligible for OPT.
- CPT will be authorized on a semester basis (Spring, Summer, Fall).
- CPT will not be granted in your last semester unless it is applicable.

Border Commuters
- F-1 part-time Border Commuters cannot work on/off campus without CPT approval.
- F-1 full-time Border Commuters CAN work on campus as any other student worker, except work-study. Off-campus employment requires CPT approval.
- F-3 Border Commuters (part or full-time) cannot work on/off campus without CPT approval.

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