

## Curricular Practical Training (CPT) Guidance

### What is Curricular Practical Training

The U.S. Citizenship and Immigration Services (USCIS) permits students in F-1 status to work in the United States in their field of study, so that they may reinforce what they are learning in university and college degree programs. Curricular Practical Training (CPT) - is defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through internship agreements with Bowie State University. CPT is a legal temporary working opportunity to gain practical experience within a student's field of major. CPT approval does not result in receiving an Employment Authorization Document card issued by USCIS.

### Requirements for CPT to be approved

- CPT must be approved through a P/DSO.
- CPT can be applied for the fall, spring, and summer semesters. It is granted only on a semester-by-semester basis. You will need to get new CPT authorization each semester.
- It can be used on either a part-time or full-time basis: during the fall and spring terms CPT can only be part-time (no more than 20 hours per week).
- Students must maintain a full course of study during the fall and spring terms. Full-time CPT can be pursued during summer terms. Full-time CPT consists of 21 hours per week or more.
- **You must stop working on CPT End Date noted on your I-20 OR risk SEVIS Termination.**
- Students must be enrolled in a degree-seeking program.
- CPT must be directly relevant to student's program of study (i.e. a mandatory internship or job opportunity that is required for all students in your degree program) and is an integral part of your curriculum or program. (This requirement will be met with departmental support letter)
- Students must be in valid F-1 status for two consecutive semesters.
- Undergraduates must maintain a 2.0 GPA or above
- Graduate students may be excused from two consecutive semester requirement with departmental support (see your DSO for details).

### How to Apply for CPT

Make an appointment with PDSO/DSO and bring the following documents:

- current SEVIS I-20,
- Hire letter must be on company letterhead and state:
  - The position title
  - Start and end dates of employment
  - Number of hours per week
  - Company name address where work will be done
  - supervisor or hiring authority name and phone number.
- Departmental Support Letter on BSU Letterhead or Email (can be found on our website)

Documents will be reviewed for eligibility. If approved, the PDSO/DSO will authorize the CPT via SEVIS and issue a new SEVIS I-20.