CURRICULAR PRACTICAL TRAINING

Application Guide
WHAT IS CPT?

What is it?
• Work authorization
• To participate in specific off-campus work as part of your academic experience

What do the regulations say?
Employment must be one of the following:
• An integral part of an established curriculum
• Training that is required for all students
• Training required for a particular course or track
• Co-operative educational program
• Required internship
WHAT ARE THE ELIGIBILITY REQUIREMENTS?

✔️ You have been enrolled for one academic year

✔️ You must be enrolled full-time (during fall and spring)
  Unless you are exempt from full-time enrollment
  Or you are participating in experiential education through the Career Center

✔️ You must continue to make normal progress towards degree completion.
  Graduation cannot be delayed
DIFFERENT TYPES OF CPT CAN BE AUTHORIZED AT UOFSC

Internship for Course Credit
- Internship course, practicum, field study, directed study & research, or other course that requires completion of work experience to complete the class.
- Must be enrolled during the same semester the job/internship takes place.

Research for thesis/dissertation
- Employment is needed to complete research that is integral to your thesis or dissertation.
- Not available during your final semester of study. Cannot be used as a shortcut for OPT.

Career Center
- Experiential Education Program: either Community Internship Program or Co-op, or Micro-Internship.
- Academic department approves experience; you enroll in placeholder credit and complete program with Career Center.
WHEN SHOULD I APPLY AND HOW MANY HOURS PER WEEK CAN I WORK?

• CPT: 1 day up to 1 semester. Apply anytime during the semester before your internship. Has to be approved BEFORE you start. 2 weeks processing time.

• You can only work 20 hours per week total during the school year, on-campus and off-campus combined.
  • If you have an approved exemption from full-time enrollment, you may qualify for an exception to this policy.

• Part-Time: 20 hours per week or fewer (no effect on OPT eligibility)
• Full-Time: 21 hours per week or more (no effect OPT eligibility if fewer than 365 days but if more eliminates eligibility for OPT!) – only summers or with an exemption
IMPORTANT TO KNOW

Just because you have a job opportunity that is related to your major does not mean that you qualify for CPT. You must be able to demonstrate that your employment opportunity is integral to your academic program through course enrollment, dissertation research requirements, or Career Center experiential education program enrollment.

Beginning employment outside of or before your CPT authorization dates can lead to the termination of your immigration record.

CPT does not work for every student or every job opportunity. ISS will work with you to determine your options.
**1.** Find a job that is integral to your program of study!

**2.** Find the form applicable to the type of CPT for which you wish to apply:
   - Forms can be found on the [Forms Library](#) on our website

**3.** Complete the form and enroll:
   - **Student Information Section** (you fill this out)
   - **Academic Advisor Section** (your academic advisor, thesis advisor, or program direction fills this out)
   - **Employer Form or Official Offer Letter** (your employer fills this out)
   - **Career Center Section**, if applying for Career Center CPT (the Career Center fills this out, if applicable)
   - **Enrollment in respective course or dissertation hours** required before CPT approval is granted

**4.** Submit the form to [iss@sc.edu](mailto:iss@sc.edu)
THANKS!

Please refer to the CPT section on our website
Let us know if you have any questions: iss@sc.edu