

## CURRICULAR PRACTICAL TRAINING INFORMATION FOR F-1 STUDENTS

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An F-1 student may be authorized by International Student Services office to participate in Curricular Practical Training (CPT) that is an integral part of an established curriculum. CPT is alternative work/ study, internship, cooperative education, or any other type of required internship or practicum offered by sponsoring employers through cooperative agreements with the PLU.

**Am I Eligible?**—all of the following criteria need to be met:

- I have been lawfully enrolled on a full-time basis for one academic year at a DHS-approved school.
- I am a current PLU student at the time of application.
- I am maintaining F-1 student status and academic standing at the time of application.

**Is the Training Eligible?** —all of the following criteria need to be met:

- The training is directly related to major area of study.
- The training is required for graduation OR provides academic credits.
- The training is limited to no more than twenty hours a week during Fall and Spring semester OR at a full-time rate during Summer term or official university breaks.

### **Caution!**

Students who are authorized for one year or more of full-time Curricular Practical Training lose their eligibility for Optional Practical Training after graduation.

### **Application Procedure:**

1. Find an internship or offer of employment related to the field of study and receive a letter from the prospective employer indicating the job title, dates of employment, number of hours of work per week, place of employment, and a brief description of the work. Curricula Practical Training Employer Letter Template is available on ISS website, under “Documents and Forms”
2. Make an appointment with an Advisor in major field of study to discuss the training and show the offer letter. Ask for assistance to the Advisor to be enrolled for an internship course that is directly related to the training. Enrollment period needs to mirror the training period. If no internship course is offered within academic department, Academic Internship (AICE) and Cooperative Education (COOP) credits are accepted. The deadline to register for AICE & COOP are: Fall—third Friday in October, Spring—third Friday in March, Summer—third Friday in June. Email [intern@plu.edu](mailto:intern@plu.edu) or call (253) 535-7324 to discuss more about AICE & COOP courses.
3. After successfully enrolling to an internship course, download Curricula Practical Training Certification on ISS website under “Documents and Forms”. Have the internship course Instructor or Advisor sign the form.
4. Make an appointment with an ISS staff. To make an appointment, visit the SIL front desk located at the lower level of University Center or call 253-535-7195. To the appointment, bring the I-20, CPT employer letter, CPT certification form.

If a student qualifies for CPT, ISS staff will update the SEVIS record with the CPT authorization, endorse the I-20 for part-time (or full-time) Curricular Practical Training authorized for (employer) at (location) from (date) to (date), and return the I-20 to the student.

When the student receives the I-20 endorsed for CPT, the student may begin working from the designated start date. Be sure to comply with the restrictions on your employment as stipulated in the endorsement on the I-20. The endorsed I-20 may be presented to the employer as evidence of eligibility to work.

*Last updated on: July 19, 2010*