Curricular Practical Training
Application Procedures

As a student in F-1 status, you may apply for Curricular Practical Training (CPT) work authorization in your field of study if the practical training is an integral part of your established curriculum. This kind of practical training permits a student to take a temporary job for a period not longer than one academic term at a time. Once the student completes all requirements for the degree, CPT is no longer an option.

To qualify for Curricular Practical Training: 1) you must be in lawful F-1 student status; 2) you must have been a full-time student for one academic year (two semesters or three quarters); 3) you must have a job offer.

Types of CPT:

- **Integral part of an established curriculum:** If the internship is not required, then it must be taken for credit. The student and the advisor will need to note the appropriate course number on the CPT authorization form. Students can either:
  - Sign up for an internship class or
  - Connect CPT to a relevant class being taken in that semester.
- **CPT over the summer:** students who wish to take CPT during the summer break under “integral part of an established curriculum” may either register for credit in the summer months or connect CPT to a relevant class for the forthcoming fall. Students must bring in proof of enrollment.
- **Completion of doctoral dissertation:** internship may be done to engage in research necessary to complete a doctoral dissertation.
- **Required for the degree program:** That is, everyone in a degree program must do an internship or they will not receive their degree.

Registering for an internship class must occur during the period of open enrollment and/or the week of late and change of registration.

You might begin to look for your internship in the 4 or 5 weeks prior to the start of any term. This will allow you enough time to obtain the internship, register for the appropriate class and process all of the necessary paperwork.

If you plan to take an internship class, OIP recommends that you stop actively looking for an internship once a semester/quarter has begun so that you will not have to turn down an offer of internship employment as registration for the internship class cannot occur once late and change of registration has expired.

If you meet the above conditions, you are eligible to apply for CPT. You will need to obtain the written authorization from the Office for International Programs on your I-20 before you can begin employment.
You may obtain this written authorization by either:

1. Dropping off your documents at OIP and then picking them up 5 business days later
   **OR**
2. Making an appointment with staff at OIP to go over your forms with you. Please try
to come during walk-in hours between 1:00 and 3:00 daily. To schedule an
appointment, please call 773-508-3899.

**Please note:** It is necessary that you have a **Social Security Number** before you can receive
payment for your employment, and it’s possible that your employer will require you to have the
Social Security card before you even begin working. If you do not already have an SSN, you can
apply for one only after you have received written authorization on your SEVIS I-20 from OIP.
To apply for an SSN, you will need to visit a Social Security Administration office, bringing a
support letter from our office, your new SEVIS I-20 with CPT authorization, and a few other
documents. After you apply, the wait time to receive your Social Security card is usually about
two weeks. Details are available at OIP or at
[http://www.luc.edu/oip/obtaining_a_social_security_card.shtml](http://www.luc.edu/oip/obtaining_a_social_security_card.shtml)

### Getting CPT Authorization

You will need to bring the following documents to OIP:

- ( ) “Departmental Verification” form completed by your Academic Adviser (see next page).
  You may need to set an appointment to obtain the signature of your Advisor. Please
  inquire with your academic department.
- ( ) Signature of Course Instructor if internship is in conjunction with an academic course.
- ( ) Your job offer letter from the proposed employer. This letter should include:
  1) beginning and ending dates of proposed employment
  2) number of hours per week to be worked
  3) general title or nature of the work (e.g. computer programmer, accounting, etc.)

Once you obtain the written authorization from OIP on your SEVIS I-20, no further authorization
is required by the United States Citizenship and Immigration Service.

**Important Note:** You are not authorized to begin work until your new SEVIS Form I-20 has
been endorsed by OIP.

---

**Note 1:** You are limited to a total of 20 hours per week of work during the academic school year.
Exception: Students whose academic program requires a full-time internship during the academic year.
**Note 2:** If you engage in full-time CPT for twelve months or more, you will no longer be eligible for
Optional Practical Training
**Note 3:** If working on a thesis or final project, the work must contribute “materially and substantially” to
that project.
Verification for Curricular Practical Training

Student completes this section:

Name of student: _______________________________ Signature__________________

My internship will be with:

(Company Name) ________________________________ (Name of immediate supervisor)

(Street Address) ________________________________ (Title of immediate supervisor)

(City) ______ (State) ______ (Zip) __________________________ (Phone # of immediate supervisor)

Dates of Employment: From: _______ To: ________

mo/day/yr mo/day/yr

Hours per week: _____ Part-time (20 hrs or less) _____ Full-time (21 hrs or more)

As a part of an internship course for which the student will receive academic credit:

Name of Course: ___________________________________________________________

Course Number: ___________________________ Number of Credits: _______________

Course Instructor or Academic Advisor’s Signature_________________________

******************************

OR as an “integral part of the student’s curriculum”, it is recommended that the student do an
internship to complement their academic program in conjunction with:

Name of Course: ___________________________________________________________

Course Number: ___________________________ Number of Credits: _______________

Course Instructor or Academic Advisor’s Signature:_____________________________