Curricular Practical Training (CPT)
Information and Application Process

Definition
Curricular Practical Training (CPT) is a type of off-campus work authorization in your field of study. A CPT internship can be paid or unpaid, but must relate directly to your field of study and be an integral part of your curriculum (courses). CPT is only available during your program (not after graduation), and must be authorized by the International Student Advisor in advance.

To be eligible to apply for CPT, you must:

- Have completed 2 semesters of full-time enrollment while in F-1 status at Saint Paul College
- Register for an approved internship, externship, or practicum course in the semester of your CPT
- Be pursuing a CPT-eligible program listed on this document
- Have not yet graduated
- Have been offered a job or internship directly related to your field of study at Saint Paul College

If all of the above conditions are met, you may be eligible for CPT. All CPT requests are subject to final approval by Saint Paul College.

Students must meet with the International Student Advisor or attend a CPT Webinar before applying for CPT.

Full-Time vs. Part-Time CPT
Only part-time CPT (20 hours/week or less) is available during Fall and Spring semesters. Full-time CPT (more than 20 hours/week) is available only during the Summer semesters*.

*A student may be eligible for full-time CPT during the Fall or Spring semester, only if the student is in the last semester of their program, and authorized for a final semester reduced course load.

A student utilizing a reduced course load for medical reasons is ineligible to apply for optional, for-credit CPT.

Important Notes

- CPT is authorized for a specific employer in a specific semester. You must submit a new CPT application for each new employer and for each fall, spring, and summer term you would like to be authorized for CPT. Each CPT application is subject to college approval and past CPT authorizations do not guarantee you will be approved again.
- Failure to properly renew CPT each term or work without proper authorization is a violation of your F-1 status and will result in the termination of your SEVIS record.
**CPT Application Process**

The below process must be completed before CPT employment begins. You may **not** begin employment for CPT before receiving a Form I-20 with a documented CPT authorization.

1. Schedule a meeting with the International Student Advisor to review CPT eligibility and application requirements, or attend a CPT Webinar.
2. Register for an approved internship, externship, or practicum course for the term of the CPT authorization.
3. Complete the **Curricular Practical Training (CPT) Faculty & Advisor Verification Form**, filled and signed by you, and your Faculty advisor.
4. Complete the **Curricular Practical Training (CPT) Site Approval Form**, filled and signed by you and your practical training/internship site. If the position is a paid position, you must also include the job offer letter on the company letterhead.
5. Submit all signed forms via email to the International Student Advisor.
6. Receive your I-20 with your CPT authorization.

Please ensure all CPT application forms are filled out correctly. It is critical for your CPT application that all fields are filled in, and the dates requested align with the dates of the semester you are applying for CPT. If you have questions about fields on the forms, please reach out to the International Student Advisor before submitting your application.

It is ultimately your responsibility as the student to fill out each form, request necessary signatures, and submit your application.

**All above forms and documentation must be submitted to the International Student Advisor at least two weeks (10 business days) before the projected start date of Curricular Practical Training (CPT).**
Curricular Practical Training (CPT) Eligible Majors

Due to course offerings at Saint Paul College, not all majors are eligible for CPT.

The below majors may be eligible for **optional, for-credit CPT** after two semesters of full-time enrollment.

- Accounting AAS
- *Associate of Arts*
- Automotive Service Technician AAS
- Biology Transfer Pathway AS
- Business Transfer Pathway AS
- Chemistry Transfer Pathway AS
- Computer Graphics and Visualization AS
- Computer Network Engineering AAS
- Computer Programming AAS
- Computer Science Transfer Pathway AS
- CyberSecurity AAS
- Data Science AS
- Engineering Broad Field AS
- Finance AS
- Geographic Information Science AAS
- Global Trade Specialist AAS
- Health Science Broad Field AS
- Human Resources AAS
- Management AAS
- Management Information Systems AS
- Marketing AAS
- Project Management AAS
- Public Health AS
- Science and Engineering Technology AS
- Supply Chain Logistics AAS
- Visualization Technology AAS

The below majors have a **required internship**, externship, or practicum that necessitate CPT authorization. CPT can only be authorized for the below majors at a very specific point in the program’s course sequence during the semester of the required internship.

- Clinical Sports Massage AAS
- Child Development Careers AAS
- Child Development Careers ASL AS
- Culinary Arts AAS
- Early Childhood Education Transfer Pathway AS
- Medical Laboratory Technician AAS
- Pharmacy Technician AAS
- Respiratory Therapy AAS
- Sign Language Interpreter/Transliterator AAS
- Sport and Exercise Sciences AAS
- Surgical Technology AAS

*Associate of Arts*: Students in the Associate of Arts degree program are eligible for optional, for-credit CPT only under very specific circumstances. Contact the International Student Advisor for more information.