

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 in an Associate degree program 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 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.*

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.
2. Register for the 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.

All above forms and documentation must be submitted to the International Student Advisor at least two weeks 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	Finance AS
<i>Associate of Arts*</i>	Geographic Information Science AAS
Automotive Service Technician AAS	Global Trade Specialist AAS
Biology Transfer Pathway AS	Health Science Broad Field AS
Business Transfer Pathway AS	Human Resources AAS
Chemistry Transfer Pathway AS	Management AAS
Computer Graphics and Visualization AS	Management Information Systems AS
Computer Network Engineering AAS	Marketing AAS
Computer Programming AAS	Project Management AAS
Computer Science Transfer Pathway AS	Public Health AS
CyberSecurity AAS	Science and Engineering Technology AS
Data Science AS	Supply Chain Logistics AAS
Engineering Broad Field AS	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. See the International Student Advisor for more information.