



Curricular Practical Training (CPT) Information & Instructions

Curricular Practical Training (CPT) (8 CFR 214.2(f)(10)(i)) is a type of practical training (employment) authorization which allows qualified F-1 students to gain practical experience in their field of study while making progress towards the completion of their academic program.

Curricular Practical Training (CPT) allows F-1 students to seek a co-op or internship experience related to their current degree while enrolled in their program of study with SUNY Poly.

SUNY Poly requires all students engaged in CPT authorized employment to maintain enrollment in all required coursework during the term engaged in CPT.

IMPORTANT

CPT experience must be an integral part of the student's established curriculum.

CPT is not guaranteed and is subject to compliance and approval by the International Student Services Office and the student's academic adviser and department.

IMPORTANT

Remember: It is your responsibility to maintain lawful F-1 Status during your post completion OPT period.

The International Student Services Office can advise and inform you of requirements, however, it is YOUR responsibility to submit all requests and information promptly to allow for the maximum indicated processing times, if applicable.

ELIGIBILITY

To be eligible for CPT authorization, students must meet the following criteria:

- Be in valid F-1 status at the time of the CPT request
- Have been enrolled full-time for at least one full academic year (at least one fall and one spring semester) prior to participating in CPT
- Must continue to be enrolled for a full course of study during the CPT
- The CPT activity must be an "an integral part of an established curriculum" and directly related to the student's current program of study at SUNY Poly
- Be in good academic standing and meet GPA requirements

CPT is granted for (1) term at a time.

- CPT may be issued for Fall, Spring, or Summer terms, but cannot be granted for more than (1) term at a time.
- Students who wish to engage in CPT for multiple terms must submit a new CPT request prior to each new term.

CPT may be authorized for full time or part time authorization

- **Full time authorization for more than 20 hours per week of CPT engagement**
 - If a student exceeds 365 days of full time CPT authorization, they will forfeit their entire OPT benefit.
- **Part time authorization for less than 20 hours per week of CPT engagement**

HOW TO APPLY

IMPORTANT

CPT Applications may take 2-3 weeks for SUNY Poly staff and faculty to review and approve.

It is YOUR responsibility to submit your application for CPT in a timely manner to allow sufficient processing time.

Students who wish to apply for CPT authorization must meet all the eligibility criteria above prior to submitting the [Curricular Practical Training \(CPT\) Request](#).

- ***If the criteria above are met, students must:***
 - **Submit the [Curricular Practical Training \(CPT\) Request](#), and all required supporting documents and information, including:**
 - Description of employment opportunity
 - Requested start and end date of CPT opportunity
 - Whether this is a full time (20+ hours per week) or part time (<20 hours per week) opportunity.
 - Employer name
 - Supervisor name and contact information
 - Copy of your offer letter

Following submission of your CPT Request, the ISS Office will review this with your department to verify eligibility and grant authorization.

- All students approved for CPT must be enrolled in a corresponding co-op or internship course with SUNY Poly.

Students will be notified via email of their CPT approval and will receive an updated Form I-20 with CPT Authorization listed on Page 2.

- Please review your CPT authorization Form I-20 carefully to ensure all information is correct.

IMPORTANT

In order to be fair to all students, applications to the ISS are processed in the order received and will not be expedited.

- **ISS processing time is up to 2-3 weeks. Students will receive an email with their CPT Authorization Form I-20 attached.**

**There is no need to contact the ISS to inquire about the status of your request or to inform us of your submission. We do not expedite requests and process them as quickly as possible, in the order it is received. Once your request is processed, you will be notified through the email address provided. **

MAINTAINING STATUS DURING CPT

Review the following information carefully to ensure you are lawfully maintaining F-1 Student status during your CPT authorization.

It is the responsibility of the student to ensure that they are maintaining lawful F-1 Status during CPT authorization.

- **You may only work for the employer listed on your CPT approved Form I-20**
 - If you wish to change your employer, you will be required to resubmit the entire CPT request for review.
 - You cannot begin working with any employer until they are approved and listed on your CPT Authorized Form I-20
- **You may only work between the dates listed on your CPT approved Form I-20**
 - You cannot begin work with any employer until you have your CPT Authorized Form I-20 AND the start date of your authorization, as listed on this document, has arrived
 - You cannot continue to work with any employer after the end date listed on your CPT Authorized Form I-20 has arrived.
 - If you wish to continue your employment beyond your authorized end date, you must contact the ISS office directly.
 - Depending on the length of your extension request, you may be required to submit another CPT Request to the ISS for review.

IMPORTANT

If you are authorized for CPT employment in your final semester before graduation:

Your CPT authorization will end on YOUR program completion date (the last day of final exams in your final term, as listed on SUNY Poly academic calendar), even if a later end date was previously authorized for CPT employment OR listed on your Form I-20 for a program end date.

- *If you wish to remain employed with your final semester CPT employer, you may not "resume" or "continue" employment after your program completion until you have received OPT approval and EAD card.*

Students cannot delay graduation in any way in order to engage in CPT Employment. This includes, but is not limited to:

- Failing to follow program curriculum and enrolling in additional courses which postpone graduation
- Engaging in CPT and not completing required coursework in line with program curriculum.

IMPORTANT

Don't forget: The "Program End date" list on your Form I-20 is an *estimated* end date based on the average length of time required for your degree.

If you are on track to complete your program before the date on your Form I-20, your program end date will be shortened to reflect your actual end date.

FREQUENTLY ASKED QUESTIONS ABOUT CPT

- **Can I work on campus and engage in CPT?**

Yes, but be cautious.

U.S. regulations do not explicitly restrict on-campus employment while participating in CPT. Therefore, the ISS recommends students who wish to work on-campus while engaging in CPT should apply for part-time CPT and not exceed 40 hours of work *combined* between their on-campus work and CPT work. As a reminder, you cannot work more than 20 hours per week on-campus while school is in session.

The ISS cannot guarantee that students who choose to do full-time CPT while working on campus will encounter no questions or problems in the future (i.e., as part of an H-1B or other immigration petition).

Students who choose to do full-time CPT alongside on-campus work must understand that they do so at their own risk.

- **Can I request a Program Extension of my Form I-20 in order to engage in CPT?**

No.

If you have completed all graduation requirements, you must graduate by the date on your Form I-20. If you need a program extension for a legitimate medical or academic reason, such as needing more time to finish your requirements or thesis, you may be granted an extension and apply for CPT that semester if otherwise eligible. CPT cannot be the justification for a program extension.

- **I'm on track to graduate this semester, but my I-20 has a program end date in the future. Can I take extra courses next semester to participate in CPT since my I-20 does not end until then?**

No.

Once you complete all your degree requirements, you must graduate, and your I-20 end date will be shortened. You cannot extend/delay your graduation unnecessarily just to do CPT. If you want to work in the U.S., you can apply for Post-Completion OPT.

- **Will CPT authorization affect my OPT eligibility?**

Potentially.

Full Time CPT authorization for more than 364 days will cancel your eligibility for OPT. Students should carefully plan their CPT employment so that they do not surpass 364 days of full-time employment if they wish to be eligible for OPT (pre or post completion).

There is no limit on the number of days students may be authorized for *part-time* CPT.