



CPT Guide

International Student Services
Whitworth Office of International Education

First Things First...

Important Terms:

- DSO: Designated School Official (Whitworth International Student Advisor)
- USCIS: U.S. Citizenship and Immigration Services
- SEVIS: Student & Exchange Visitor Information System
- CPT: Curricular Practical Training

Whitworth DSOs:



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CPT: Curricular Practical Training



Definition:

Practical training (employment, internship, practicum) that is either required or an integral part of a student's academic degree program.

Common forms of CPT:

- *Employment directly related to your major*
- *Paid or unpaid internship*
- *Practicum*
- *Student-teaching*

Eligibility:

- Active F-1 status and have completed one academic year of full-time study
- Have obtained a job/internship/practicum placement by the time you request CPT
- Are registered for CPT credit for the job/internship/practicum*
 - **ONLY required to earn credit for CPT done in the fall or spring term; credit NOT REQUIRED for Jan Term or summer*
 - *Credits must be earned during the term/period in which you are engaged in the CPT (in the fall/spring)*

CPT: Curricular Practical Training



Hours:

- Part-time: 20 hours per week or less
- Full-time: over 20 hours per week* [*only permitted during school breaks –fall break, winter break, spring break, summer]

Approval Process

1. Obtain job/internship
2. Complete the online [Internship Contract Form](#)
3. Contact faculty advisor to confirm credit earning for CPT experience (advisor will guide you on what to register for to earn credit)
4. DSO signs your Internship Contract Form and generates new I-20 form

Changing CPT

- Any changes to your CPT (shortening, canceling, extending) requires giving notice to and approval by ISS
- A new approval and new I-20 is created for each CPT term

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 SEPTEMBER 2018	20 DECEMBER 2018

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES			
CPT	07 SEPTEMBER 2018 - 20 DECEMBER 2018			
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
	07 SEPTEMBER 2018	20 DECEMBER 2018		



Questions?



Resources:

International Student Services website

<https://www.whitworth.edu/cms/administration/international-student-services/>

Email: iss@whitworth.edu