

Working before receiving CPT authorization is unauthorized employment; this includes unpaid work. It is a major violation of your F-1 visa status. DO NOT start working until you have been issued a new I-20 that shows your CPT authorization. For CPT extensions, continuing to work beyond the CPT authorization dates listed on your I-20 without getting an extension is unauthorized employment.

Students who work without authorization will have their visa status terminated, are not eligible for reinstatement, and must depart the U.S. immediately.

NEVER WORK WITHOUT PROPER AUTHORIZATION. CHECK WITH AN INTERNATIONAL STUDENT ADVISOR BEFORE STARTING ANY EMPLOYMENT!

DEFINITION OF CPT

Curricular Practical Training (CPT) is an employment benefit which may be granted to F-1 students to enable them to gain practical experience in their field of study. Federal regulations state that CPT must be "an integral part of an established curriculum." 8 C.F.R. § 214.2(f)(10)(i)

CPT POLICIES

ELIGIBILITY OF STUDENT

All of the following conditions must be met in order for a student to be eligible for CPT.

- The student must be in Active F-1 status.
- Students in ESL/Bridge programs are not eligible for CPT.
- The student must be within their program of study. CPT is not available before the program start date, nor after the program end date.
- Students must meet the following GPA requirements both in the most recently completed semester and cumulative:
 - Undergraduate students: 2.0
 - Graduate students: 3.0
 - Note: the GPA will be checked at the end of each semester for any students who are authorized for CPT. If a student's cumulative GPA falls below the minimum level, their CPT will not be extended following completion of their current CPT period. Students in this situation will be notified.
- The student must have completed one academic year in their current academic program of study. Federal law defines an academic year as two (2) regular semesters at full-time enrollment. Fall and Spring are regular semesters; enrollment in the summer semester cannot be counted towards CPT eligibility, per federal regulations.
- Students who have completed an authorized period of OPT are not eligible to begin CPT immediately; they must first complete one academic year (as defined previously) in their program of study at LTU.
- Students who transfer to LTU from another school may be able to count the time spent at the other school toward the one academic year requirement, if they were enrolled full-time, were not in an ESL program and did not engage in OPT between their study at their previous school and their study at LTU. Students will need to provide the Office of International Programs with proof of full-time study at the other school if they intend to count that time toward the one academic year requirement.

ELIGIBILITY OF STUDENT (continued)

- Students who are authorized for a Reduced Course Load (RCL) may not be eligible for CPT, depending on the reason for the RCL. An RCL authorization that is due to academic or medical factors may result in the denial of a CPT request or the cancellation of existing CPT authorization. Requests for CPT authorization by students who are authorized for an RCL will be examined on a case-by-case basis, and the final decision is at the discretion of the Office of International Programs.

ELIGIBILITY OF EMPLOYMENT OPPORTUNITY

All of the following conditions must be met in order for a student to be eligible for CPT.

- A student must have a job offer to be authorized for CPT. Not all jobs will qualify for CPT authorization. The employment must be in the student's current field of study; it cannot relate to a previous area of study.
- CPT is employer-specific. Students who receive CPT authorization are authorized to work **ONLY** for that employer. If a student wishes to change jobs, new CPT authorization is required.
- Unpaid work is still considered work under federal regulations for F-1 students and therefore requires authorization.
- Employment must be local to LTU's main (Southfield) campus during the academic year (Spring & Fall semesters). During the summer, a student can work out of state *unless it is the student's final semester*.
- Any employment must include direct, on-site supervision. Working remotely while on CPT is not permitted.
- Self-employment is not permitted on CPT.
- New employment opportunities cannot start within 90 days of a program end date based upon the student's graduation. **New CPT will not be authorized in the last 90 days of a student's program.**

LIMITS AND DURATION OF CPT

There is no limit on the amount of CPT a student may use, except that CPT is not available beyond the program end date. However, if a student uses 12 months or more of full-time CPT, they lose their eligibility for OPT. Use of part-time CPT has no effect on OPT eligibility. Full time CPT is defined as 21 hours or more per week, while part time CPT is defined as 20 hours or less per week on average.

The duration of the CPT authorization will depend on a combination of factors, including the job offer, the academic advisor's recommendation, and the student's program end date. Therefore, the length of the CPT authorization period will vary depending upon each student's individual circumstances.

EXTENSIONS AND UPDATES

Students with existing CPT authorization who wish to continue working at the same employer must get their CPT authorization extended before their current CPT end date. This means we need a new academic advisor's recommendation and possibly an updated the letter from their employer.

If there are any changes to your employment information (hours, location, etc.), you must contact the Office of International Programs to update your CPT. You will need to receive an updated I-20 that reflects the changes to the CPT **BEFORE** the changes go into effect. For example, if you are changing from full-time to part-time employment, you must receive authorization from the Office of International Programs **BEFORE** the changes take effect with your employer.

AUTHORIZATION PROCESS

You must complete all of the following steps to get CPT authorization, or to update or extend it. If any items are missing or incomplete, it will delay the process, and you may not be able to begin (or continue) working.

The Office of International Programs requires a minimum of 1 week to process CPT requests. You may not be able to start your job on the proposed start date if you do not submit your documents at least 1 week prior to your intended start date. Additional time is required for processing during peak times at the start and end of each semester, or when the office is closed, such as official University breaks that are listed on the academic calendar. Students who plan to start CPT at the beginning of the Spring semester are advised to submit their paperwork very early to avoid delays due to the University closing for an extended period from late-December to early-January.

To get CPT authorization, you must complete the following steps:

- 1. Get a job offer.** You must have a written offer of employment that includes the following:
 - Letter must be on the employer's letterhead.
 - Name of company.
 - Address where you will be working.
 - Supervisor's first and last name and phone number.
 - If you will be employed by one company but contracted out or assigned to another, we need the name and address of BOTH companies, plus the name and phone number of your supervisor or other contact at BOTH companies.
 - Start date of employment.
 - End date of employment. For ongoing employment, the international advisor will determine the end date of the CPT authorization.
 - The average number of hours per week that you will be working; "full-time" or "part-time" is not sufficient.
 - A thorough job description, detailing your anticipated job responsibilities and activities.
 - The letter must be signed by an appropriate representative of the employer. An unsigned letter will not be accepted.
- 2. Complete the CPT Module located in Canvas in the International Programs group.** After reviewing the module, students must take and pass the CPT Module quiz with a score of 9 or above. This module only needs to be completed once and does not need to be repeated for CPT extensions or new CPT authorizations.
- 3. Get your academic advisor's recommendation.** The academic advisor needs to complete the online CPT verification form - <https://goo.gl/forms/KmueB5UCn6dcusOx1>. The CPT must relate to a particular course, which is at the sole discretion of the academic advisor. If the employment is in the summer, it can relate to a course that was taken in the spring semester immediately before, or a course that will be taken in the fall semester immediately after. (If it is related to a course for the following fall semester, students must be registered for the course before CPT will be authorized.) The advisor must also describe how the employment relates to the course.
- 4. Register** for the course that is designated by your academic advisor. CPT will not be authorized until you have registered for the course indicated. You must maintain your enrollment in this course for the duration of the semester.
- 5. Submit offer letter to the Office of International Programs.** Please email a copy of your offer letter to international@ltu.edu. An international advisor will verify your status, enrollment, and eligibility for CPT, academic advisor's recommendation and offer letter to ensure that all requirements are met. If all conditions are met, the international advisor will enter the CPT authorization in SEVIS and issue a new I-20 for the student which shows the CPT authorization. **Remember that you must allow at least 1 week for processing of CPT requests; additional processing time is required at peak times and during University breaks, as described previously.**
- 6. Get new I-20.** Once the CPT Request has been processed, the international advisor email the student a copy of the I-20 that shows the CPT authorization.