

Curricular Practical Training (CPT)

CPT is paid or unpaid employment authorization made by a DSO (International Advisor) for temporary, usually off-campus work. CPT must have a curricular or academic component that is integral to or required for a student's studies.

CPT Employment:

1. Must be a required or integral part of the student's established curriculum. The most common course that requires employment is an IP internship course, such as IP193 (1st CPT authorization) and IP293 (2nd CPT authorization). Students may only receive CPT once for each IP course. Both IP courses require completion of at least 100 work hours in the 8-week course timeframe.
2. Must be directly related to the student's current major at Butler.
3. Must be done in the same semester as the academic requirement.
4. May be part-time only during Spring and Fall semesters and may be full-time during Summer semesters if the student is not taking any other classes.
5. Cannot begin until the student receives authorization from a DSO. A new authorization must be received prior to working for each semester that the student seeks CPT.
6. Must occur before the student's I-20 program end date.

When is a student eligible for CPT?

A student is eligible for CPT if all the following are true:

- The student has been in F-1 status for at least 1 year and is currently in active status
- The student is in good academic standing
- The student has a curricular or academic requirement that needs CPT, such as enrollment in an IP course. The student must work with an International Advisor to fulfill this requirement.
- The student has a job offer for the internship period.

What is the process for obtaining CPT authorization?

1. Enroll in an IP Internship course or curricular requirements for training for your degree.
2. Receive a job offer letter for employment in an area related to your studies. The job offer letter must state:
 - The company name, address, and phone number
 - The supervisor's name and contact information
 - The student's position title and job responsibilities
 - The student's start date and end date
 - The number of hours per week that the student will work
3. Submit the job offer letter to an International Advisor. The advisor will then issue an I-20 with CPT authorization.

Students cannot begin working before receiving this I-20. Working prior to receiving CPT authorization will result in the termination of your F-1 visa status.

- CPT Authorization dates will only be valid for dates of the semester. You cannot continue employment without breaks from semester to semester. Students must obtain new employment authorization for each semester, if eligible.
4. If the student needs an SSN, the student must notify the International Office for additional paperwork.