



Office of Intercultural and International Life
Carleton College
One North College Street
Northfield, MN 55057
Phone: 1-507-222-4013
ecody@carleton.edu

To: Academic Advisors and Faculty of International Students
From: Liz Cody, International Student Program Coordinator, PDSO/RO
Re: F-1 Curricular Practical Training for International Students

An F-1 student needs to receive employment authorization before participating in paid or unpaid employment. Curricular Practical Training (CPT) enables F-1 student to gain off-campus employment authorization in the U.S. for internships, externships, research assistantships, etc., as long as curricular credit requirements are met. A request for CPT authorization must be made to a Designated School Official (DSO) through OIIL, not a government agency. There is no application fee. A student needs to have completed one full academic year before being eligible for CPT, and may begin employment only after receiving a new I-20 with CPT approval.

CPT employment, paid or unpaid, must relate to the student's major. A student must register for independent reading (290 or 390), study (291 or 391), research (292 or 392), or other course approved by the department that requires an internship/externship, research project, or other curricular experience. A professor may sign off on CPT for any credit-bearing course in the major (min. 1 credit) provided that the student will directly incorporate their CPT work into the course, i.e. paper, project, and/or reflection. **Failure to register and complete the required course will jeopardize the student's status.**

Employment completed during the summer, winter, or spring break, requires course registration in the following fall, winter, or spring term. CPT may be authorized during Carleton's academic terms but the student must register for the required course each term and employment authorization is for only one term at a time.

To qualify for CPT authorization a student must meet the following conditions:

1. Maintain valid F-1 immigration status before applying for CPT (Confirmed by OIIL).
2. Enroll full-time in a degree program for a full academic year (Confirmed by OIIL).
3. Have a job offer that their academic department verifies as a practical work experience in their major.
4. Complete CPT request from with the department signature clarifying that they will register for the CPT course for a minimum of 1 credit.

Exceptions:

1. Exchange students and those who will not be enrolled at Carleton the following term are not eligible for CPT.
2. CPT is not needed for any on-campus/ Carleton employment.
3. CPT cannot be used in a student's minor or any other non-major category

If you have further questions, please feel free to contact me, ecody@carleton.edu.