UNIVERSITY REGISTRAR
FLORIDA POLYTECHNIC UNIVERSITY

WHAT IS CURRICULAR PRACTICAL TRAINING (CPT)?

The Department of Homeland Security (DHS) defines Curricular Practical Training as alternative work/study, internship, cooperative education, or another type of required practicum that a sponsoring employer offers through cooperative agreements with your college or university. CPT **must** be integral to the degree program and an established curriculum within a school. Students **must** maintain their academic and F-1 status and meet all criteria to be considered for approval.

- CPT authorization is required **only** when the training is **inside the U.S.** (e.g., a summer internship in a student's home country does **not** require CPT authorization or qualify for CPT).

- CPT can be approved for a student's final semester **only** if they are enrolled full-time or have an approved reduced course load (RCL).

- CPT is **NOT** a way for students to earn money while attending school, to help secure a job after graduation, or to start OPT early. It will not be approved if it is not applicable to an experiential training/learning opportunity.

- CPT **CANNOT** be used as a reason for a program extension, and students with the approved program of extensions are ineligible to be considered for CPT. It is recommended to complete program requirements and apply for post-OPT.

- CPT **CANNOT** be approved for students that have completed all program requirements for their degree and delay the completion of the academic program.

CPT CRITERIA

IDS 4941 PROFESSIONAL EXPERIENCE INTERNSHIP: All undergraduate degree programs at Florida Poly require enrollment into IDS 4941 to meet the regulations for CPT approval.

TERMS CPT CAN BE USED: CPT can be approved for the fall, spring, or summer semesters. While full-time enrollment is required for fall and spring, the summer semesters do not. CPT approved for summer semesters requires a **full-time** internship and enrollment in IDS 4941, but **not** full-time enrollment.

CPT EXTENSIONS: Students may request one extension **after** completing the initial CPT internship if the internship will be with the **same employer and completed consecutively;** the student will be re-enrolled into IDS 4941. More than 365 days of full-time CPT results in OPT (optional practical training) ineligibility at the same degree level.

PART-TIME vs. FULL-TIME CPT: DSOs will authorize **up to 12 months** of CPT for students who are eligible, but students **must** meet CPT extension criteria. Students that participate in **more** than 365 days of **full-time** CPT are **ineligible** for OPT. Full-time CPT is only approved during the summer or final semester if IDS 4941 is not completed.

PART-TIME CPT	FULL-TIME CPT
20 hours per week or less - Time accrued does not affect OPT - Students may choose to continue working on-campus up to **20** hours per week - Part-time CPT will not be approved during the summer semester **(see Note below)**	**21 – 40** hours per week - Students completing 365 days or more of full-time CPT at the same academic level are ineligible for OPT - Students may not work on-campus while on full-time CPT during the Fall and Spring semesters - Students requesting full-time CPT during fall and spring semesters, must be enrolled full-time
NOTE: Summer CPT requires a full-time internship and enrollment into IDS 4941, but not full-time enrollment.	

International Student Compliance | 863.874.8723 or 8499| ISS@floridapoly.edu

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UNPAID INTERNSHIPS vs. VOLUNTEERING:

There is a difference between volunteering and an unpaid internship. F-1 students engaging in an unpaid internship off-campus **MUST** utilize and be eligible for CPT, Pre-Completion OPT Training, or Academic Training (J-1 students). If you are uncertain if an internship is considered unpaid employment or a form of community volunteering, **please contact your DSO**, to ensure you do not violate the terms of your F-1 visa.

1. **Volunteering** refers to donating time with an organization whose **primary purpose is charitable or humanitarian in nature**, without remuneration or any other type of compensation, and the activity is **unrelated** to the student's field of study or intended profession (e.g., donating time with the American Red Cross, working in a homeless shelter).

     o F-1 students are authorized to engage in volunteer work as long as it **meets the criterion** for performing civically charitable, or humanitarian reasons, without promise expectation or receipt of compensation.

     o Students **meeting** this requirement does **not** require CPT authorization **must** provide a statement from the organization verifying the volunteer position and expectations (**all** criteria must be met for approval).

NOTE: Just because a position is unpaid or for a non-profit organization does not constitute *volunteering* in accordance with immigration regulations. If the activity relates to the student's studies or intended profession, it is considered *training*, and requires advance authorization from a DSO and/or USCIS (i.e., CPT or OPT).

2. **Unpaid internships** do **not** typically qualify as "volunteer" work. Internships, both paid and unpaid, are primarily offered by the private sector and related to the intern's field of study.

     o [The U.S. Department of Labor](#) has guidelines for unpaid internships; although the internship may include actual operation on the facilities of the employer, it must be similar to training given in an educational environment and be an experiential learning opportunity for the intern.

EMPLOYER REQUIREMENTS:

Employers offer letters are required and crucial to authorizing CPT. Letters **must** include all required information to prevent CPT processing delays. Retroactive authorization is **not** permitted. Students may have more than one CPT employer at the same time, but authorization is required for **each** employer, and time and work hours **cannot** exceed 40 hours per week. **Employer offer letter(s) MUST include** (see CPT Employer Offer Letter) **:**

1. Name of employer and physical address where the student will work (if work performed remotely, it **must** be stated in the offer letter and include the company's physical location)

2. Supervisor name, title, direct phone number, and email address

3. Start and end dates of employment in the **MM/DD/YYYY** format (must align with start/end dates of the semester)

4. Job title and description of job duties (must directly relate to student's field of study/major)

5. Number of hours to be worked per week

6. Rate of pay (if unpaid or volunteering, offer letter **must** meet the described requirements listed above)

7. Signed statement employer will be cooperating with the university in achieving curricular purposes of CPT