# Curricular Practical Training (CPT)

## Eligibility and Rules

* Complete at least one academic year (fall and spring semester) as a full-time student in F1 status.
* You must have a minimum 2.75 cumulative GPA.
* The internship may be paid or unpaid.
* The internship must be for credit and must meet an established degree requirement.
* CPT must be approved and authorized **before** you begin working. **NEVER work without authorization.**
* Maximum of 20 hours per week during the school year. Full-time employment is allowed during vacation periods.
* Accrual of 12 months of full-time (more than 20 hours per week) CPT uses up your eligibility for Optional Practical Training (OPT).

## Step 1: These steps must be completed before applying for CPT:

1. Secure an internship. You will need an employment offer letter.
2. Speak with your department chair or department internship coordinator to confirm that the internship will meet a degree requirement and Geneseo internship requirements.
3. Register the internship with the Career Development Office (Erwin Hall 116). The online internship registration form and more details can be found here: <https://www.geneseo.edu/career_development/registering-credit>
4. Career Development will initiate an approval process with your academic department and your employer. Both will be prompted to electronically sign the internship agreement in Knightjobs.
5. Once your internship is approved in Knightjobs, the registrar will register you for your internship credit.
6. Collect your CPT documents: Employment Offer Letter and Adviser Approval Form.

## Step 2: Bring the following to the ISSS Office (Erwin Hall 218)

1. Employment offer letter
2. Completed Adviser Approval Form
3. Completed CPT Application Form

# Curricular Practical Training (CPT) Application Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Employer (Company or Organization Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Is this internship curricular?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(How does it relate to your major? Attach additional pages if needed)

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Email:

Employment Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employment is **(check one): Full Time** (More than 20 hrs/week) **Part Time** (20 hrs/week or less)

Signature**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only:**

* Copy of Employment Offer Letter
* Letter from Academic Advisor/Faculty mentor
* Registered for Course \_\_\_\_\_\_\_\_395; Number of credit hours \_\_\_\_\_\_\_
* New Form I-20 Created & Given to Student
* If summer internship – enroll in health insurance \_\_\_\_\_\_\_\_

# Curricular Practical Training Adviser Recommendation Form

## Part 1: Student

First Name: Last Name: G#:

## Part 2: Academic Adviser

Name: Title:

Internship Start Date: Internship End Date:

Internship Employer:

Job Title:

Internship Course Number (cannot be INTD 395):

How is this Internship Curricular?:

Have you approved the internship in Knightjobs? Yes No

Is this internship an integral part of the established curriculum? Yes No

Signature Date