

## Curricular Practical Training Verification Form

**Curricular Practical Training (CPT)** is off campus employment available to F-1 students who have completed 2 semesters of full-time enrollment while in F-1 status. Federal regulations define CPT as a type of alternative work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. To be considered as CPT, the work must be related to the student's major field of study and be an "integral part of an established curriculum". CPT is not meant to be a convenient employment authorization opportunity for international students and must be integral to what the student is learning in their program at St. Cloud Technical & Community College (SCTCC).

### There are two types of Curricular Practical Training (CPT):

1. **Required:** an internship, externship, practicum, or other type of employment in the field of study is **required** for program completion. This requirement may or may not be for-credit, but must be required of all students in the program.
2. **Elective:** the practical experience is done for-credit and directly related to the student's primary program of study. Enrollment in a credit-bearing internship course is **required**.

### To be eligible to apply for CPT, students must:

- Have completed **one** academic year (enrolled full-time during both Fall and Spring semesters)\*
- Be registered for an approved internship course during the semester in which CPT is requested
- Be registered for an internship course directly related to a concept within their academic program
- Have a job offer for employment directly related to their major/field of study at SCTCC

\*Important note regarding 2 semesters of full-time enrollment eligibility requirement: SCTCC may count time completed before a transfer to count toward this requirement. However, it's important to note that the US government may interpret this differently in the future. Students utilizing CPT may receive future requests for evidence from USCIS or US government officials (for example, from an H1-B application) and may experience denial of future benefits or other immigration problems due to starting CPT in the first year of study at SCTCC, even if the 2 semesters of full-time enrollment eligibility requirement was met from enrollment at previous institutions. CPT should always have a valid academic purpose in a student's program and should not be used as a means of remaining employed in the US.

### CPT Application Guidelines:

- Each CPT application is subject to college approval and lasts one semester
- Transfer students shall not continue previous CPT employment without receiving proper authorization from SCTCC
- Full-time CPT is only permitted during Summer semesters and for students approved for a Reduced Course Load (RCL) in their final term
- Students approved for an RCL due to medical reasons are not eligible for Elective CPT
- The CPT start and end dates must align with the semester in which the student will earn credit for the internship/practical training, or the semester in which the training is required by the academic program
- CPT may be authorized to begin in the gap before the new semester starts, as long as it does not begin before the previous semester ends
- The CPT end date must match the end date of the semester or internship course and cannot extend beyond it
- Authorization must be approved and documented on the Form I-20 by the college before employment may begin

Students should complete Part 1 of this form and faculty should complete Part 2.

[www.sctcc.edu](http://www.sctcc.edu)

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## Curricular Practical Training Verification Form

This form, along with the CPT Site Approval form, should be completed and submitted to International Student Services by the student no later than 5 business days before the requested start date of the practical training.

### Part 1. To Be Completed by the Student: Please Type or Print Clearly

Student Name: \_\_\_\_\_ Tech ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Anticipated Graduation date: \_\_\_\_\_

I-20 Expiration date: \_\_\_\_\_ Passport Expiration date: \_\_\_\_\_

Visa Expiration date: \_\_\_\_\_

CPT Site/Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

CPT Site/Employer Address: \_\_\_\_\_

Requested Dates of Practical Training/Internship: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours per week (check one): ☐ Part-Time (1-20 hours/week) ☐ Full Time (21-40 hours/week)

*I certify that the above information is correct. I understand that it is my responsibility to register and stay registered for the required internship or elective course to satisfy the federal curricular practical training regulation. I understand that if I am requesting part-time curricular practical training authorization, my total work hours cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Curricular Practical Training (CPT) Faculty & Advisor Verification Form

### Part 2. To Be Completed by the Faculty or Department Chair:

Federal regulations require verification of an internship before an international student can engage in work activities. By signing below, you are verifying that the internship practical training is related to the student's current degree program and verify the student's enrollment in the appropriate internship course listed below:

**Please check the appropriate item for the student's proposal:**

\_\_\_ **Required part of the program:** The student is required to be engaged in the proposed practical training to complete their declared program. This requirement is published in the St. Cloud Technical & Community College program requirements for this program.

Course Title & Number: \_\_\_\_\_ Number of Credits: \_\_\_\_

\_\_\_ **Elective and related to program:** the practical experience is done for-credit and directly related to the student's primary program of study. Enrollment in a credit-bearing internship course is **required**.

*In selecting this option, I verify that I have reviewed the internship (job description, training plan, etc) and determine the internship to be integral to the student's degree program.*

Course Title & Number: \_\_\_\_\_ Number of Credits: \_\_\_\_

*By signing below, I indicate that the above information is true based on my best knowledge and information.*

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Name (please print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Academic Department

## Curricular Practical Training Verification Form

### Part 3. To Be Completed by the PDSO or DSO at St. Cloud Technical & Community College

I hereby confirm that the student is enrolled in the checked course above and the student's internship/practical training/employment is related to their degree program/major.

The CPT is authorized in SEVIS on \_\_\_\_/\_\_\_\_/\_\_\_\_.

The dates of the authorization are \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ and for the internship site/employer listed on this form.

\_\_\_\_\_  
P/DSO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
P/DSO Name (please print)

Updated: May 2025

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St. Cloud Technical & Community College is a member of Minnesota State and is accredited by the Higher Learning Commission. ADA accessible. Equal Opportunity Employer/Educator.