Undergraduate Student Checklist – Curricular Practical Training

Eligibility:

☐ To be eligible for Curricular Practical Training, you must have been in F-1 status for one full academic year.

☐ Curricular Practical Training (CPT) must either be an internship required to complete your major or an employment experience for which you receive academic credit.

☐ CPT is allowed part-time (maximum of 20 hours per week) while classes are in session and full-time while on vacation or during academic breaks. It can be paid or unpaid.

Procedures:

☐ See your faculty advisor for the kind of internship that is required and the number of units you will receive.

☐ Obtain a Cooperative Education Agreement form from the Career Center Office.

☐ Secure an internship. You may do this through the Career Center or a faculty member.

☐ Have all four sections of the Cooperative Education Agreement completed by the necessary parties: yourself, your faculty advisor, your employer, and the registrar (Have the Registrar provide you a copy of the completed form).

☐ Pay for the units at the time of registration.

☐ Email a copy of the completed form to international@callutheran.edu to obtain authorization from OISS.

☐ You will be issued a new I-20 reflecting the internship.

*You may not begin working until all requirements have been met and you have received your new I-20 that documents your CPT/internship

Unit/Hour Equivalents:

<table>
<thead>
<tr>
<th>Units</th>
<th>Hours per Term</th>
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<tbody>
<tr>
<td>1</td>
<td>75 (min)</td>
</tr>
<tr>
<td>4</td>
<td>300 (max)</td>
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International students may work a maximum of 20 hours/week while school is in session and up to 40 hours/week during vacation periods.