Graduate Student Checklist – Curricular Practical Training

Eligibility:

☐ F-1 visa graduate students are immediately eligible to complete Curricular Practical Training when they begin a graduate program if it is approved by their academic department. Not all academic programs offer Curricular Practical Training to their students.

☐ Curricular Practical Training (CPT) must either be an internship, independent study or practicum hours (eg: student teaching) that is required (or provided as an option) to complete your degree or credential. It can also be an employment experience for which you receive academic credit as required by your program.

☐ 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.

Procedures:

☐ See your faculty advisor for the kind of curriculum practical training that is required and the number of credits you will receive, if any.

☐ Obtain a Curricular Practical Training form from the International Student Services Office.

☐ Secure an internship or practicum site. You may do this on your own, through the Career Center, or through a faculty member.

☐ Have all four sections of the Curricular Practical Training form completed by the necessary parties: yourself, your faculty advisor, your employer, and the registrar.

☐ Pay for the credits at the time of registration (if not part of a course).

☐ Make a 10 minute appointment with Dr. Juanita Hall, Senior Director of International Student Services at jahall@callutheran.edu.

☐ Bring your I-20 and your completed Curricular Practical Training form to your appointment.

*You may not begin working until all requirements have been met and the SEVP has been notified by Juanita at the time of your appointment and you receive your new I-20 documenting the internship.*