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.

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.

□ Pay for the units at the time of registration.

□ Make a 30 minute appointment with Dr. Juanita Hall, Director of International Student Services at 493-3951 or jahall@callutheran.edu

□ Bring your current I-20 and your completed Cooperative Education Agreement to your appointment. You will be issued a new I-20 reflecting the internship.

*You may not begin working until all requirements have been met and Immigration has been notified by Juanita at the time of your appointment.*

<table>
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<th>Unit/Hour Equivalents:</th>
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<td>1 unit = 75 hours of work per term (min)</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.