

## Definition

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Students enrolled in a college, university, conservatory, or seminary whose training programs are “an integral part of an established curriculum” may apply to the international student advisor for curricular practical training (CPT) authorization. Such training is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

## Eligibility Criteria

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You are eligible to apply for CPT authorization if the following are true:

1. You are maintaining lawful F1 student Status
2. You have completed at least nine months of full-time study, unless you are enrolled in a graduate program that requires an internship earlier.
3. The internship must be a major requirement/major elective. It cannot be used to fulfill open elective requirements.

## Instructions for Application

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If you meet the above eligibility criteria, you will need to make an appointment with Greg Wymer or Janet Hohenstein in Flora Frick 153 to obtain authorization on the 3<sup>rd</sup> page of your I20. The following items are required before such authorization can be granted. Please bring them to the appointment.

- a. Current I-20
- b. Curricular Practical Training Academic Advisor Verification Form (Attached)
- c. Unofficial transcript that shows proof of enrollment in internship credits
- d. Offer of employment letter from the company/institution where you will work; including the name of the company, location (city and state), brief job description, dates of employment and number of hours per week.



# Curricular Practical Training (CPT)

## Academic Advisor Verification Form

MSUM International Programs Office,  
Flora Frick 153, (218)-477-2956

Updated June 2009

Please Print or Write Clearly.

Student's Name: \_\_\_\_\_  
(First) (Middle) (Last) \_\_\_\_\_ Undergraduate  
\_\_\_\_\_ Graduate

Major: \_\_\_\_\_

Total Credit Hours required to complete degree program: \_\_\_\_\_

Total Credit Hours completed: \_\_\_\_\_

Graduation/Degree Completion Date (expected): \_\_\_\_\_

Dates of Planned Internship: \_\_\_\_\_ to \_\_\_\_\_  
(Begin: MM/DD/YR) (End: MM/DD/YR)

Number of Hours per Week: \_\_\_\_\_

According to United States Citizenship and Immigration Service (USCIS), the proposed internship must be an integral part of the established curriculum in order to be authorized as **Curricular Practical Training (CPT)**. Please contact Greg Wymer or Janet Hohenstein in the Office of International Programs at 477-2956 if you have questions. In order for Greg or Janet to authorize CPT, at least one of the following criteria must be met. Please check the appropriate item for the student's proposal:

\_\_\_\_\_ Major Requirement. The student is required to be engaged in the proposed internship by his/her degree program. This requirement is published in the catalog under the degree requirements and is required of all students in the program. **This internship cannot be used to fulfill open elective requirements.**

Number of Internship Credits: \_\_\_\_\_ Course Number: \_\_\_\_\_

\_\_\_\_\_ Major Elective. The proposed internship is a major elective that can be chosen by all students in the program as an option of his/her degree/major that is instrumental to achieving a curricular academic objective. The course must be listed in the catalog and the advisor's signature confirms that the internship is a course considered as an integral part of the student's program.

Number of Internship Credits: \_\_\_\_\_ Course Number: \_\_\_\_\_

Name of Faculty Supervising the Internship: \_\_\_\_\_

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

\_\_\_\_\_  
(Academic Advisor or Department Chair Signature)

\_\_\_\_\_  
(Faculty Supervising the Internship, if different than Advisor or Department Chair)

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Does your department have an hours worked-credit equivalency? \_\_\_\_\_

(For example: 75 hours of internship work = 1 hour of internship credit.)

If the department has no equivalency established, the following standard will apply: 80 hours of work = 1 internship credit

**\*\* PLEASE NOTE: International students in F-1 (student) status are only authorized to stay in the U.S.A to complete the number of credit hours required by their degree program. International Students cannot carry credit hours beyond the number required for their degree program.**