

CURRICULAR PRACTICAL TRAINING (CPT)

What is curricular practical training (CPT)?

Curricular practical training is employment that is an “integral part of an established curriculum, including: alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” *Source: 8 CFR 214.29f(10)(i)*

To be considered for CPT, the work must not only be related to your field of study, but an integral part of your studies. At Jefferson-East Falls, the CPT option that is available is an internship for credit. In order to work off campus at an internship, students must register their internship for academic credit (options available on Career Services Center website). CPT is not meant to be a convenient employment opportunity nor is it a device to save optional practical training (OPT) months.

1. When am I eligible for Curricular Practical Training?

In order to be authorized for off-campus employment students must be in full-time student status for one full academic year (defined as two full semesters, either fall and spring or spring and fall) prior.

CPT at Jefferson-East Falls is called an internship. There are certain requirements to be eligible to register an internship for credit in addition to CPT requirements. You should first check with your academic advisor and Career Services to determine your eligibility.

2. Do I need a job in order to apply?

Yes, CPT is employment-specific. You must have an offer from the prospective employer stating the position, salary, and employment dates.

3. Will this type of work affect my OPT?

No. Part-time CPT does not affect OPT at all and as long as full-time CPT is authorized for a period of less than 12 months it will not affect OPT.

4. What is the maximum number of hours per week I can work?

Undergraduate students may work a maximum of 20 hours per week during the semester while classes are in session. Full-time employment for undergraduate students (more than 20 hours) is allowed during winter and summer breaks. Graduate students may seek special approval to work more than 20 hours per week during the fall/spring semesters, but this is granted on a case-by-case basis.

5. When can I complete work at my internship?

You are able to work at your internship during the dates of the academic semester. For instance, if you are registered in a fall internship course, you are able to work within the dates specified by the semester (first day of class through the last day for final exams). You are not able to work outside that time frame.

You must register your internship for credit by the last day to add a class for the semester in which you are working/registered in the internship course. If you miss this deadline (or are provided an employment offer after this deadline), you will not be able to obtain CPT for that particular semester.

6. How do I apply for CPT?

- a. Visit <http://www.eastfalls.jefferson.edu/careerservices/Internships/InternshipsForCredit/index.html> for academic internship information including eligibility requirements and credit options. Consult with your academic advisor if you are unsure of your eligibility to earn academic credit. All undergraduate programs register internships through the Career Services Center, however, some graduate programs register internships themselves. For a complete list of programs who register internships through Career Services visit the site above.
- b. If you have already secured an internship or plan on securing an internship for the following semester and want to register it for credit follow the steps outlined on the website above.
- c. **Questions?** Stop by Kanbar 313 during walk-in hours on Mondays, Wednesdays, and Fridays from 10:00 am – 1:00 pm or Tuesdays and Thursdays from 2:00 pm – 4:00 pm; email intern@philau.edu or call 215-951-2930 to schedule an appointment.
- d. Make an appointment with Hannah Bar-Giora (215-951-2660) for work permission through SEVIS. **A copy of the completed internship agreement paperwork will be sent to Hannah in order to authorize the work in SEVIS.**

IMPORTANT: If you start working at your internship before the authorization date or without getting permission recorded in SEVIS then you are illegally working in the USA and that cannot be rectified by reinstatement.