

F-1 CURRICULAR PRACTICAL TRAINING (CPT)

General Introduction

Any enrolled F-1 student whose program has a **required** "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", may apply at International Student and Scholar Services for legal authorization to participate. [see Code of Federal Regulations, 8:214.2(f)(10)(i)]

Sponsored employment is defined as "structured employment or training that is monitored by the school and obtained through the support" of Loma Linda University.

Curricular Practical Training has the following general guidelines:

- An undergraduate student must have been in lawful F-1 status at least twelve consecutive months (or four academic quarters) to be eligible to apply.
- A graduate student must be in lawful F-1 status and are eligible to apply as soon as necessary for their program of study.
- Curricular Practical Training must be in the student's field of study and the student must be registered and earning academic credit towards their program of study for the training.
- Part-time Curricular Practical Training is only limited by a student's program requirements. However, if twelve months or more of full time training accumulates, then the student is no longer eligible for the post-completion Optional Practical Training benefit (work experience after completion of their course of study)
- Part-time Curricular Practical Training employment is defined as 20 hours or less per week or 40 hours per two-week pay period.
- Full-time Curricular Practical Training employment is defined as greater than 20 hours but not more than 40 hours per week or not more than 80 hours per two-week pay period.
- Curricular Practical Training should not start until approved by a Designated School Official from the International Student and Scholar Services.

Application Procedure

The applicant needs to send the following document to International Student and Scholar Services office to apply:

- Download the ***Curricular Practical Training (CPT) form*** from the ISSS website under the Current Students section – <https://home.llu.edu/iss>
- Send completed form to the DSO in ISSS no later than one day prior to the start date of the off-campus activity.
- DSO will report the activity on the student's SEVIS record and issue a new I-20.
- This I-20 authorizes the student to participate in the off-campus activity.

The Designated School Official (DSO), at the International Student and Scholar Services office, will review the documentation and determine eligibility. If the applicant is eligible, the DSO will authorize the Curricular Practical Training through the SEVIS web site and generate a new third page of the student's I-20.

Any participation in internship, clinical, or field practicum is not allowed until the international student has received proper CPT authorization from International Student Services Office. Failure to obtain timely and proper authorization may be grounds for loss of F-1 status, Department of Homelands Security detention (jail, and/or deportation.