



## MIDWESTERN BAPTIST THEOLOGICAL SEMINARY INTERNATIONAL STUDENT SERVICES

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### CURRICULAR PRACTICAL TRAINING

#### Description and Guidelines

CPT (Curricular Practical Training) is work authorization given by a DSO (Designated School Official) for an F-1 student to complete an internship that is an academic component of a student's degree. U.S. federal immigration regulations require that a student enroll in an internship course prior to be authorized for an internship under CPT.

<b>Preconditions for Qualifying for Curricular Practical Training.</b>	F-1 students must have been lawfully enrolled on a full-time basis for two required semesters (fall and spring) before becoming eligible for CPT. Students must be in F-1 status and have not yet completed their degree program.
<b>Curriculum Requirement</b>	The CPT enrollment must be either required for the degree or for credit and part of the degree program in one of these ways: <ul style="list-style-type: none"> <li>• An internship is a <b>required</b> part of degree program.</li> <li>• An internship is <b>not a required</b> part of degree program, but academic credit will be given for the internship and <b><u>credit will count toward degree requirements.</u></b></li> <li>• An internship is <b>required</b> to complete thesis or dissertation research.</li> </ul>
<b>Field of Study/Level of Work</b>	The internship must be an integral or required part of curriculum in the specific field of study, in one of these ways: <ul style="list-style-type: none"> <li>• An internship is a <b>required</b> part of degree program.</li> <li>• An internship is <b>not a required</b> part of degree program, but academic credit will be for the internship and the <b><u>credit will count toward degree requirements.</u></b></li> <li>• An internship is <b>required</b> to complete course requirement, thesis or dissertation research.</li> </ul>
<b>Offer of Internship, and/or Mentorship</b>	The student must obtain an internship offer letter from the U.S. employer that indicates the employer, exact address of employment, exact start and end dates of employment, supervisor's name, internship job title and description, and the employment is 20 hours or less per week.
<b>Enrollment</b>	Students must maintain and complete full-time enrollment requirements.
<b>Location</b>	Students can only be employed for the specific employer (church, or ministry) during the period as authorized by the DSO on the I-20.
<b>Hours Per Week</b>	MBTS approves part-time CPT (20 hours or less per week).
<b>Duration of CPT Recommendation</b>	CPT is authorized by the DSO each semester. CPT may be authorized only <b>before</b> the completion of the degree.

# CURRICULAR PRACTICAL TRAINING

## CPT Application Submission Process

To request an authorization for CPT from the MBTS International Student Office, follow these steps:

**Meet with your academic advisor to discuss the possibilities of doing CPT.**

**After you have met with your academic advisor, gather the following documentation:**

1. Completed academic advisor recommendation form. You will receive this from your academic advisor.
2. Academic advisor support letter, if required.
3. Proof of your enrollment in the internship thesis/dissertation hours (Internship Syllabus). You will receive this from your academic advisor.
4. Completed field supervisor form. (This form must be completed by your field supervisor)
5. Offer letter from employer on church/company letterhead, which must indicate the following:
  - a. Employer's name
  - b. Exact address of location of internship
  - c. Exact start and end dates of internship
  - d. Supervisor's name, internship job title and description
  - e. Internship hours indicating 20 hours or less per week.

Submit your completed CPT application packet to MBTS ISS office. **Incomplete applications will not be accepted.** An MBTS DSO will review your documentation to determine if you qualify for CPT. If you are eligible for CPT, the MBTS DSO will authorize your I-20 for CPT within 10 business days. You will be notified via email to pick up your updated I-20.

### Important things to remember

- If you enroll in an internship course and do not complete the credit within the given semester, you may lose your F-1 status.
- If you receive an "I" (incomplete) grade or "W" (withdraw) from the course, you have worked without fulfilling the obligations of CPT, and may be in violation of your immigration status.
- You are not authorized to begin your CPT work until your CPT I-20 has been approved.
- I-20's cannot be backdated to retroactively authorize CPT employment.
- Remember, you may not work without authorization while on F-1 status.