Curricular Practical Training

A Pre-Approval Overview
International Student Services Office (ISS)
816-414-3739
What is Curricular Practical Training?

- CPT is an on-the job, off-campus (training) experience for F-1 visa students pursuing a degree.
- The work experience must be part of the student’s degree field.
- The training must be directly linked to a course or academic program.
- The training may be required or optional.
Who is Eligible for CPT?

- Undergraduate students who have studied in the U.S. for at least one academic year
- Graduate students who are enrolled in programs that require immediate participation in CPT
- Students who are enrolled full time
What To Do First?

- Find the internship/training course number in the academic catalog
- Discuss the training experience with an academic advisor
- Obtain a job offer letter from an employer:
  - That is printed on the organization’s letterhead
  - Has the employer’s full name, contact information
  - Shows work start and end date, location, and number of work hours
How to Apply for CPT?

- Submit an Academic Advisor’s Recommendation Form to the International Student Services (ISS) advisor.
- Include the name of the professor who will supervise the experience.
- Enter the course number, title of the CPT program, and number of credit hours.
- Enter number of hours worked, not more than 20 hours per week during regular semesters.
- Submit a CPT request every semester you plan to work.
Final Steps

- Complete the attached survey and return it to the ISS Office
- Fill out the Academic Advisor Recommendation Form
- Send the completed form and the job letter to the ISS Office
- Allow at least 10 business days before the employment start date to pick up your CPT I-20

**Important Note:** Your CPT application will be delayed if you have not submitted signed I-20s for yourself and each family member, passports, visas, and I-94 cards to the ISS office.
Important Things to Remember

- You must be enrolled full time every semester
- You must enroll in an internship course
- You may only work 20 hours per week (except you may work full time on holidays and school breaks)
- You may not begin work before receiving your CPT I-20
- You will be required to file taxes every year. (See information on the next page.)
Internal Revenue Websites and Phone Numbers (for help with Non-resident or Resident returns):

- Main site www.irs.gov
- National Hotline (800) 829-1040
- For assistance with your income tax return by Internal Revenue Service employees: 1222 Spruce Street St. Louis, MO 63103 Phone: (314) 612-4002

Missouri Department of Revenue Websites and Phone numbers:

- Main site dor.mo.gov/tax
- Frequently Asked Questions dor.mo.gov/faq/personal/
- Free preparation of your Missouri individual income tax return by Department of Revenue employees: 3256 Laclede Station Rd., Ste 101 Maplewood, MO 63143 Phone: (314) 877-0177
What if I Have Questions

Contact:

Dr. Carol Mack at 816-414-3739 or cmack@mbts.edu
Office Hours: 8:00 a.m. to 4:30 p.m.