**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.

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<th>Preconditions for Qualifying for Curricular Practical Training.</th>
<th>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 (exceptions apply for graduate students). Students must be in F-1 status and have not yet completed their degree program.</th>
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| Curriculum Requirement | The CPT enrollment must be either required for the degree or for credit and part of the degree program in one of these ways:  
• An internship is a required part of degree program.  
• An internship is not a required part of degree program, but academic credit will be given for the internship and credit will count toward degree requirements.  
• An internship is required to complete thesis or dissertation research. |
| Field of Study/Level of Work | The internship must be an integral or required part of curriculum in the specific field of study, in one of these ways:  
• An internship is a required part of degree program.  
• An internship is not a required part of degree program, but academic credit will be for the internship and the credit will count toward degree requirements.  
• An internship is required to complete course requirement, thesis or dissertation research. |
| Offer of Internship, and/or Mentorship | 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 if the employment is full-time or part-time (“20 hours or more per week,” or “20 hours or less per week”). |
| Enrollment | Students in full-time CPT must maintain and complete minimum enrollment requirements. U.S. Immigration law does not permit a student to enroll in and complete less than a full course load during a required semester (fall and spring) due to full-time CPT. |
| Location | Students can only be employed or volunteer for the specific employer (church or ministry) location, and period as authorized by the DSO on the I-20. |
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**CPT Application Submission Process**

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

1. Meet with your academic advisor. Present the attached Academic Advisor CPT Recommendation Form. The form must be completed in full by the academic advisor. **The student must complete Section A of the form only.** If the student completes any part of Section B of the form, the form will not be accepted. If the internship is not required for the degree program, the academic advisor must submit a letter in support of the CPT application. Please see attached academic advisor support letter template and legal memorandum.

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

1. Completed academic advisor recommendation form
2. Academic advisor support letter, if required
3. One copy of your most recent I-94 card
4. Proof of your enrollment in the internship thesis/dissertation hours
   a. Offer letter from employer on letterhead, which must indicate the following:
      i. Employer’s name
      ii. Exact address of location of internship
      iii. Exact start and end dates of internship
      iv. Supervisor’s name, internship job title and description
   b. If internship is full-time or part-time (indicated as “20 hours or more per week,” “20 hours or less per week”). Under U. S. immigration regulations, more than 20 hours per week is full-time. **Note:** Most U.S. businesses consider less than 30 hours per week to be part-time.
Submit your complete 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.

My CPT may be authorized for a period between ____________ and ______________.

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**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 for your internship until you have received the updated I-20 from MBTS DSO. I-20’s cannot be backdated to retroactively authorize CPT employment. Remember, you may not work without authorization while in F-1 status.**

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**CURRICULAR PRACTICAL TRAINING**

**Academic Advisor Recommendation Form**

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**Section A: To be Completed by the Student**

Name: __________________________________________

Family/Last Name First Name as Shown on Passport

Email Address: _______________________________________

Current Address in U.S.:

Street (include apartment number if needed) or Campus P. O. Box Number

City: __________________ State: _______________ ZIP Code: __________

Permanent Address in Home Country: __________________________

City: ________________ Country: ___________ ZIP Code: ________________

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**Section B: To be completed in full by the academic advisor**
If you have questions regarding this form, please call (816) 414-3720

1. Degree Level: ___Bachelor ___Master ___Doctorate Major: ______________________
2. Expected completion date of degree requirements: ______(Note: This is not necessarily the graduation date.)
3. Name and Location of Employer: ____________________________________________
4. Proposed Internship Start Date: ___________________ End Date: ________________
   Month/Day/Year          Month/Day/Year
5. Please check one of the options below describing the purpose of the internship:
   ______The internship is a required and established part of the degree program
       Course number: __________ Course Title: _________________________
       Number of Hours: _______ Semester and Year: _____________________
   ______The internship is not required, but academic credit will count toward the degree
       requirements. Support letter from academic advisor is attached.
       Course Number: __________ Course Title: _________________________
       Number of Hours: ________ Semester and Year: _____________________
   ______The student is a graduate student who has finished all formal course work
       requirements, and is currently in thesis or dissertation hours. The date obtained from the
       internship will be published in the student’s thesis or dissertation.

I attest that I have completed the above information in full, and hereby recommend that
the student be work-authorized for the internship described on this form.

Academic Advisor Signature: ___________________________ Date: _______________________

Name Printed: ______________________________________ Email: ________________________