Curricular Practical Training

A Pre-Approval Overview
International Student Services Office (ISS)
816-414-3756
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 required by the academic degree program
Who is Eligible for CPT?

- Students who are enrolled full time
- Students who have completed at least one full academic year
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:
  - It must be printed on the organization’s letterhead
  - It must have the employer’s full name and contact information
  - It must show the work start and end date, location, and number of work hours (must be 20 hours or less)
How to Apply for CPT?

- Submit an Academic Advisor’s Recommendation Form
- Submit a syllabus
- Submit a field supervisor form
- Submit a job offer letter showing 20 hours or less
- Complete the CPT survey
Re-applying for CPT

- You must re-apply for CPT every semester you plan to work.
  - Submit an Academic Advisor’s Recommendation Form
  - Submit a syllabus
  - Submit a field supervisor form
  - Submit a job offer letter showing 20 hours or less
  - Complete the CPT survey
Final Steps

- 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 only allowed to work 20 hours per week (You are only allowed to work full time on holidays and school breaks).
- You are not allowed 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: Candice M. Scott

(816)414-3756 or international@mbts.edu

Office Hours: 8:00 a.m. to 4:00 p.m.