

Midwestern Baptist Theological Seminary

5001 N. Oak Trafficway
Kansas City, MO 64118



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
- Help available www.irs.gov/help/index.html
- Frequently asked Tax questions www.irs.gov/faqs/index.html
- 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.