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**Overview and Application Process for F-1 Curricular Practical Training**



**CPT Overview**

* CPT will only be authorized if it is a legitimate academic experience recommended by your academic advisor. It must be related to your major and required for the program or course.
* It may be authorized either part time (20 hours or less) or full time (40 hours or less).
* Volunteering does not require CPT authorization. CPT authorization is only required if you will be paid.
* Processing time is usually 2 working days.
* If you have more than 360 days (cumulative) of full time CPT, you will not be eligible for OPT.

**Application Process**

CPT requires three documents for actual processing: Clearance from the advisor, copy of job offer letter, and an email request for CPT.

* The Clearance from Academic Advisor for Curricular Practical Training Form should be completed by student and his/her Academic Advisor
* Submit a copy of the job offer from the company indicating start and end date, location of internship and number of hours
* Request a new I-20

Return clearance form and job offer letter to Kate Stoetzner, and send an email to [stoetznk@gvsu.edu](mailto:stoetznk@gvsu.edu) requesting CPT authorization.

A new I-20 with employment authorization will be given to you after the forms have been received. You will need to provide a photocopy of the new I-20 to your employer.