



CURRICULAR PRACTICAL TRAINING (CPT) STEP-BY-STEP GUIDE

Curricular Practical Training (CPT) is a pre-completion, off-campus employment authorization available to students in good F-1 status. CPT is defined by the U.S. Immigration and Customs Enforcement (ICE) as employment which is to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. This work experience must be an “integral part of an established curriculum” and the student must receive credit for the CPT.

CPT may be part-time (20 hours or less per week) or full-time (20 hours or more per week).

<https://international.mst.edu/international-student-services/employment-opportunities/>

Visit the web page above for detailed information about CPT including -

- **Curricular Practical Training (CPT) Guidance**
- **Curricular Practical Training (CPT) Request Form**
- **Curricular Practical Training (CPT) Step-by-Step**

If you have questions about CPT, contact International Affairs.

- Walk-in meetings available Monday-Friday, 2:30 pm – 4:00 pm
- Email your international advisor directly or at ia@mst.edu or call (573) 341-4208 to schedule an appointment

Step 1: Familiarize yourself with CPT requirements and restrictions.

You should review the CPT Guidance, Request Form, and this document before you start looking for a qualifying curricular practical training opportunity.

Step 2: Find a qualifying curricular practical training opportunity and get an offer

Interested in finding a curricular practical training opportunity? The [Career Opportunities and Employer Relations \(COER\)](#) team is here to help you!

- Sign up for [Handshake](#) and search its database for jobs
- Attend the career fair
- Meet with your student career advisor

Step 3: Request an offer letter that meets the CPT requirements

Congratulations on getting an offer for curricular practical training from an employer! Your next step is to get an offer letter that meets the requirements below.

The offer letter must be on company letterhead and include the following -

- Company name
- Start and end dates of employment
- Designation of full-time or part-time and number of working hours per week
- Wage / salary information (all co-ops and internships / CPT must be paid)

- Physical work address
- Position title
- Job description and position responsibilities
- How the practical training relates to the student's major field of study

Step 4: Complete the student, advisor, course instructor, and required approvals sections of the Curricular Practical Training (CPT) Request Form

The form is available online at <https://international.mst.edu/international-student-services/employment-opportunities/>.

The form includes a section to be completed by the student. It is important that you include detailed information on the form that explains how the curricular practical training experience is integral to your degree and how the course you are taking will show an academic outcome that can only be achieved through CPT. Gaining working experience alone is not sufficient reason to support a CPT request.

Once you have completed the student section, share the form and your offer letter with your academic advisor, program advisor, faculty advisor, department chair and course instructor. Please request they complete their section(s) and sign the form. If you are a graduate student, approval is also required from Graduate Studies.

Students wishing to extend CPT past the end date listed on page 2 of the I-20 or wishing to request CPT authorization for a new employer must complete the request process again. Any student who has not received the updated I-20 with approval should stop working on or before the end date listed on page 2 of the I-20. Working past the end date or for an employer other than listed on the I-20 is a violation of F-1 visa status.

Step 5: Submit form and supporting documents to International Affairs

Once both the student and academic approval sections are complete, submit the completed form, offer letter, and job description to International Affairs in 103 Norwood Hall or by email to ia@mst.edu.

Step 6: Co-op registration

Complete the co-op registration process in [Handshake](#)

Step 7: Enroll in the course required for your CPT.

All students authorized for CPT must enroll in an academic course for at least one credit hour related to the student's CPT. The student must be enrolled in and complete the course during the academic term during which the CPT will occur (fall, spring, summer). Courses that do not require an internship or co-op to complete the course or to receive course credit do not meet CPT course requirements. You must be registered for the appropriate course before the I-20 with CPT authorization will be created.

- Undergraduate students will automatically be enrolled in the 2002/3002 course by COER/Registrar's Office after you have completed the co-op registration process with COER.

- Graduate students should enroll in the course(s) selected in agreement with your advisor. If you will be enrolling in a special problems course, your academic department and advisor will need to open a course section under the advisor for your enrollment. Special problems courses are specific to the instructor and you need permission from the course instructor before enrollment.

Step 8: Processing by International Affairs

Processing by International Affairs will include the following steps –

- International Affairs will review the submitted form and supporting documents.
- If all documents are complete and meet the requirements, IA will forward the documents to COER for review and approval.
- COER approves and returns the documents to IA
- Once IA receives approval from COER, your I-20 will be updated to include authorization for CPT on page 2.

PLEASE ALLOW A MINIMUM OF TEN BUSINESS DAYS AFTER RECEIPT OF APPROVAL FROM COER FOR PROCESSING.

- IA will notify you by email to your Missouri S&T email address when your new I-20 is available for pick up in 103 Norwood Hall.

Approval for CPT is not complete until you have received an I-20 with the approval listed on page 2.

Step 9: Your employment

Once page 2 of your I-20 has been updated to list your CPT approval, the CPT authorization process is complete, and you have received the necessary approval required to begin your training. CPT approval is employer and date specific. You may work only for the employer listed on your I-20 and for the dates of authorization listed on the I-20 and for the hours authorized (part-time or full-time).

Working outside of the dates listed on page 2 of your I-20, for an employer different than listed on page 2 of your I-20, or for different hours (full-time/part-time) than listed on page 2 of your I-20 is a violation of your F visa status.

Step 10: Maintain your status during CPT

You must continue to maintain valid F-1 status while on CPT. This includes

- Meeting full-time enrollment requirements
 - Please refer to the [Curricular Practical Training \(CPT\) Guidance](#) document for details on meeting full-time enrollment requirements.
- Updating/maintaining your local address in [JoeSS](#) to list the physical address where you live within ten days of any change
- Notifying International Affairs and COER of any change in employment
- Working only during the CPT approved dates, for the employer listed on your I-20, and for the hours authorized (part-time or full-time)

You have sole responsibility to ensure compliance with any limits on CPT and to monitor your eligibility for OPT. Missouri S&T is not responsible for monitoring full-time CPT duration or OPT eligibility. A student exceeding 12 months of full-time CPT per level will do so at their own risk for potential future benefits. Each student is responsible for maintaining valid F visa status.