

Office of International Students

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CURRICULAR PRACTICAL TRAINING

Definition and Conditions

Curricular Practical Training (CPT) is authorization for off-campus employment in a job or other activity that is that helps you to accomplish academic goals and is an integral part of the established curriculum of your program of study. CPT must be an activity in which both your academic adviser and your academic program's Executive Officer recommend you participate. As part of the application process, your academic adviser will describe how the proposed CPT meets specific academic requirements or objectives and your Executive officer will determine and indicate to the Office of International Students the academic merit of the proposed CPT.

Examples of types of CPT activities are employment which:

- Facilitates a class project for a class in which you are registered.
- Gives you a broader perspective of the curricula of your program.
- Assists you in gathering data for your required research.
- Provides an opportunity to teach in a position that meets the general GC requirements for your degree.
- Allows you to engage in an internship or practicum required by your academic program.

The primary purpose of CPT employment must be to achieve an academic objective within the requirements of your degree program. Additionally, CPT is work authorization for a temporary period of employment.

Eligibility

You are required to have been a lawfully-enrolled, full-time student inside the U.S. for at least one full academic year preceding the CPT. Students whose academic program requires that they engage in employment during their first year of study at the Graduate Center may be eligible for CPT earlier than that, but you should discuss this program requirement with an International Student Counselor in the Office of International Students.

You must continue full-time academic registration during the period of CPT to maintain your eligibility.

The proposed CPT must meet one of the following requirements:

- It must be required of all students in your program or
- You must receive academic recognition for the CPT. This may be in the form of a course registration (including course 90000), a required academic activity (such as a required internship or practicum), or a Weighted Instructional Unit (WIU).

Prior to completing all coursework requirements, you are only eligible apply for part-time CPT (20 hours maximum per week) during the semester. You are eligible to apply for full-time CPT (more than 20 hours per week) during vacation periods.

After completing all coursework requirements in your academic program, you are eligible to apply for full-time CPT during the semester.

If you are uncertain about your eligibility to apply for full-time CPT, you may make an appointment with an International Student Counselor to discuss whether you are eligible for full-time CPT.

PLEASE NOTE: Students who have accumulated a total of one year of full-time CPT are not eligible to apply for Optional Practical Training (OPT). At present, part-time CPT does not count toward this one year total.

Application Process

STEP 1: Complete Section 1 of the CPT Request Form (Fillable PDF).

In addition to providing identifying information, in Section 1 you will describe your academic objectives and explain how the CPT employment will help you to achieve your academic objectives.

Once you have completed this section, you will save the information and forward the form to your prospective employer. Each section should be completed sequentially since the person completing any given section will need the information contained in the previous section(s).

STEP 2: Ask Your Prospective Employer to Complete Section 2 of the CPT Request Form.

You should send the CPT Request Form with Section 1 completed to your prospective employer to complete Section 2 of the form. Your prospective employer will provide details of the proposed employment. The employer should then save the form and email it back to you.

STEP 3: Ask Your Academic Adviser to Complete Section 3 of the CPT Request Form.

You should send the CPT Request Form with Sections 1 & 2 completed to your academic adviser. Your adviser will complete Section 3 of the form, save it, and send it back to you.

STEP 4: Ask Your Executive Officer to Complete Section 4 of the CPT Request Form.

Your Executive Officer will complete Section 4 of the CPT Request Form. He or she will inform us of the academic merit of the proposed CPT activity. If you are applying for full-time CPT (more than 20 hours per week), be sure your EO has completed the part of Section 4 related to full-time CPT. Your EO should save the form and send the now completed form back to you.

STEP 5: Review and Authorization.

Once you have received the form back from your EO, you should review the form and make sure it has been completed. Please also make sure all sections have been digitally signed.

Then, make an appointment with an International Student Counselor to review the form and to grant the authorization for the Curricular Practical Training.

Note: Please note, you must be registered full-time for the semester in which the CPT will occur.

If after reviewing all of our CPT materials, you still have questions regarding the CPT process, please don't hesitate to contact the Office of International Students for more information.