

F-1 Curricular Practical Training (CPT) Policy

Academic Requirements	<ul style="list-style-type: none"> If you are an F-1 student participating in an internship as part of your academic program, you must request authorization for CPT from a <i>Designated School Official</i> (DSO) at Monroe College. CPT authorization is matched with an internship course. The internship course must be a required or recommended part of your academic program and directly related to your major. You must enroll in an internship course before the <i>Last Day of Late Registration</i> for the semester in which you are beginning CPT. See the <i>Academic Calendar</i> on our website for this date.
Eligibility	<ul style="list-style-type: none"> You must have been present in the U.S. and lawfully enrolled <i>full-time</i> for one academic in your current program. There is an exception for <i>King Graduate School</i> students enrolled in the Professional Experience Track. You must maintain good academic standing in each of your courses and in your overall program. Students on academic probation are not eligible for CPT. A pattern of absences in any course may result in the cancellation of any existing CPT and loss of future CPT eligibility. CPT is available while you are in F-1 status. Your status will be verified as part of your CPT application. Students in English language training programs (ELLI) are not eligible for CPT.
Approval Process	<ul style="list-style-type: none"> Internships require approval from both your academic advisor and from <i>Career Services</i>. You can then request CPT from your DSO by submitting a completed CPT request form and documentation of the agreement between the College, the employer, and you, as well as proof of your F-1 status. If you are eligible, your DSO will give you a new I-20 showing CPT authorization. You may begin CPT after you sign your new CPT I-20 and on the CPT start date printed on your I-20. CPT authorization cannot be back-dated so please make sure to submit your request well in advance.
Duration & Limits of Use	<ul style="list-style-type: none"> The duration of your CPT authorization is based on the dates agreed upon by your academic department, <i>Career Services</i>, the employer, and you, and may include breaks between semesters. There is no limit on how much <i>part-time</i> CPT you can use. However, using <i>full-time</i> CPT for a total of 12 months eliminates your eligibility for <i>Optional Practical Training</i> (OPT). CPT can only be authorized within the dates of your academic program. You may use CPT only for the specific employer, location, and dates authorized by your DSO. Notify <i>Career Services</i> and your DSO before making any changes to your internship arrangements.
Hours/Week	<ul style="list-style-type: none"> You may use CPT <i>part-time</i> (20 hours or less per week) or <i>full-time</i> (not limited to 20 hours per week). <i>Full-time</i> CPT for undergraduate students requires enrollment in a 6-credit <i>Corporate Internship</i>.
Pay	<ul style="list-style-type: none"> CPT authorization must be obtained for both paid and unpaid internships.