
INTERNATIONAL CENTER

**Curricular Practical Training (CPT): Internship and Co-op
Information for F-1 Students**

Academic credit: In order for an international student to participate in CPT, the training is required to be an integral part of the student's degree program. There are two possibilities for CPT for student at UNF: enrollment in an internship course or enrollment in a Co-op course. Internship courses are normally required or recommended for graduation by the student's academic department, and thus this possibility varies by major. Students may also enroll in a Co-op course if that course credit will fit into their Program of Study. Students must register for either an internship or a Co-op course and pay the necessary credit amounts as required (typically 1 to 3 credits). Students need to check with their Academic Advisors to see if their Programs of Study allow for a CPT activity.

Eligibility: Current F-1 students who have been in F-1 status in the United States for a minimum of one academic year are eligible for CPT. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Application Procedure:

- **Internship:** Students must meet with their International Student Advisor (DSO) to discuss their eligibility for CPT. Students should also meet with their Academic or Internship advisor and complete the *CPT Internship / Co-op Advisor Endorsement* form or other department-specific form. This completed form must then be submitted to the International Center advisor for authorization to begin the internship. Students must also register for the internship course for that term.
- **Co-op:** Students must meet with their International Student Advisor (DSO) to discuss their eligibility for CPT. Students must also fill out the Career Services Cooperative Education Program Application available online and submit the completed application to the Career Services Office. Students must fill out the *CPT Internship / Co-op Advisor Endorsement* form. Students must submit a completed copy of the *CPT Internship / Co-op Advisor Endorsement* form and the *Co-op Student/Employer Agreement Form* to the International Center in order to obtain the authorization for CPT from their International Center advisor. Students must also register for the Co-op course for that term.

Training limits: CPT can be part-time or full-time. Part-time training is defined by the USCIS as 20 hours or less per week. Full-time CPT is defined as more than 20 hours per week. Only part-time CPT is permitted while a student is pursuing a full course of study. Students may participate in full-time CPT during their summer vacation if they are not pursuing a full course of study. Students who have completed a total of 12 months of full-time CPT are ineligible for Optional Practical Training (OPT). Part-time CPT does not affect eligibility for OPT.

Employment authorization: Authorization for CPT comes from the UNF Designated School Official (DSO) in the International Center. **Employment cannot begin until the DSO authorizes CPT on the SEVIS I-20 and it has been returned to the student.**

**FOR ADDITIONAL INFORMATION OR TO APPLY FOR CPT, MAKE AN APPOINTMENT
WITH YOUR INTERNATIONAL STUDENT ADVISOR**



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**Curricular Practical Training (CPT)
Internship / Co-op Advisor Endorsement**

International (F-1) students must submit this form to the International Center to obtain CPT authorization prior to beginning any internship, practicum, Co-op or work/study off-campus activity, whether paid or unpaid. Practical training may be authorized to an F-1 student who has been lawfully enrolled on a full-time basis for one academic year. Exceptions to the one academic year requirement are provided for students enrolled in graduate programs that require them to begin CPT in the first year of study.

To be completed by student:

Name UNF Student ID

College Degree Level Major

Name of Employer

Address of Employer (street address, city, zip code)

Dates of employment (maximum authorization is limited to the start and end dates of the semester):

_____/_____/_____
start date end date Hours per week (over 20 hours is considered fulltime)

Brief job description:

Signature Date

To be completed by the student's academic or internship advisor:

This student will be enrolled in and receiving _____ credits for _____ for the _____ term.
credits Course number Semester/Year

I certify that the off-campus training assignment with the above employer:

- is directly related to the student's major area of study
- is an integral part of this student's established curriculum
- is offered by a sponsoring employer through an agreement with UNF

Name Phone Extension Date

Signature Department