What is CPT?

Curricular practical training (CPT) may be authorized under certain circumstances to allow F-1 students temporary off-campus employment. Such employment must be directly related to a student’s major field of study and an integral or important part of the program of study. Training which is not required by the degree program may meet the requirements if the student registers for a class with a formal work component as listed in the Programs of Study catalogue (i.e. ECON 199: Internships in Economics). CPT is authorized by ISSS upon receipt of the proper application materials, outlined below.

Who is eligible for CPT?

- F-1 students who have completed one full academic year (both Fall and Spring) of full time study.
- CPT occurs during the course of the student’s program of study.

What are the differences between full-time and part-time CPT?

- Part-time CPT is 20 hours a week or less, while full-time CPT is more than 20 hours per week.
- Full-time CPT can be authorized during the summer semester for students registered in spring and continuing in fall.
- Participation in part time CPT does not affect your eligibility for post-completion OPT.

Other Information

- CPT requires course registration (ECON 199: Internships in Economics) as indicated in the CPT application form for the semester in which CPT occurs (summer included). Independent Study courses are not appropriate for CPT registration.
- CPT authorization cannot be backdated. Please make sure your CPT work dates are in the future.
- You are only authorized to work on CPT for the dates listed on your new I-20 (3rd page). You cannot start your CPT employment without having the I-20 in hand. The employment must also end on the date specified on your CPT I-20.
- CPT authorization can only be given for 1 year at a time.
- If you wish to change employers or dates of employment while on CPT you must turn in a new CPT application form.
- Failure to complete the CPT course will result in your falling out of legal F-1 status
- Be aware that adding a CPT course will have an impact on your tuition and fees (Please see Cathy Ballew for more information regarding this assessment.)
What is the process to apply for CPT?

- Secure and accept an internship offer
- Fill out the ECON 199 Internship Course Form: http://www.economics.illinois.edu/undergrad/career/internship/ and be sure to include the following:
  - Offer Letter/Email from the Company/Organization for the internship
  - Job Time and Description of the internship
- Please note: MSPE students will only be approved for the 0-credit hour option of ECON 199
- If you believe the position qualifies for CPT, please meet with Katie Kennealy, Economics Career Coordinator. If she believes the employment is an integral and/or important part of your program of study, the next step will be for you to complete the CPT application form: http://www.isss.illinois.edu/students/employment/f1cpt.html. Once you complete the form, a notification will be sent to Katie by email with instructions and a link to the approval form.
- Make sure all sections of the CPT application form are completed correctly before submitting to ISSS. ISSS will not accept incomplete/incorrect application forms. After you have submitted the form and it has been approved by Katie, it will take ISSS 5 business days to approve the CPT and create the new I-20. Please make sure you give yourself plenty of time before employment begins to submit the application.
- CPT approval is not guaranteed. Each application is evaluated based on its own merits, and even if you believe your application includes all the requested information, ISSS could still deny your application or request further clarification.
- If you have additional questions regarding CPT, please contact ISSS, (217) 333-1303, to make an appointment with one of their Student Advisors.

Make An Appointment Today!

Schedule appointments online: http://go.illinois.edu/EconCareerAdvising
Katie Kennealy, Econ Career Coordinator

Email: econ-careers@illinois.edu
Website: http://www.economics.illinois.edu/undergrad/career/
Upcoming Events: go.illinois.edu/EconiLink