



CURRICULAR PRACTICAL TRAINING APPLICATION INFORMATION

Curricular Practical Training (CPT) is supervised practical work experience directly related to your major prior to the completion of your academic program.

ELIGIBILITY REQUIREMENT

- Full-time enrollment at present degree level for one academic year (eight months); however, if you
- transferred to BYU without changing education levels, having previously met the enrollment requirement, you will be eligible upon checking in with ISSS,
 - are a new graduate student in a degree program which mandates CPT during the first two semesters, you will be granted an exception and may begin CPT immediately, OR
 - are a student in an integrated program, you are not eligible for CPT after you complete your last “undergraduate” year.

APPLICATION PROCESS

1. Obtain a job offer letter which meets the following requirements—if you are a Law School student, obtain a Master Agreement from the Law School Registrar in lieu of the letter:
 - a. composed on company letterhead or on the bona fide company e-mail account,
 - b. signature of authorized hiring officer,
 - c. start and end dates—start date cannot be before the first day of class and end date must be before the first day of classes of the next enrollment period,
 - d. full description of job duties,
 - e. position designation as full-time, over 20 hours per week, or part-time, up to 20 hours per week,
 - f. date and contact information—if work will be at a different location than the main address, include work address as well.
 - g. If your CPT is with a staffing agency, you must also obtain a letter from the agency stating:
 - i. you are an employee of the staffing agency (not a contract worker) and
 - ii. the agency will not place you with any other employer during your CPT.
2. Review your letter with your academic department’s internship coordinator and complete the Internship Coordinator CPT Verification form on the back of this page. To find your coordinator and contact information, go to <https://intern.byu.edu/coordinator-list>.
3. Enroll in the appropriate internship course as determined by your internship coordinator; there is no government required number of credit hours.
4. At least three working days before your expected start date, submit a Request for Approval of Curricular Practical Training to ISSS which includes the following:
 - a. Internship offer letter,
 - b. Internship Coordinator CPT Verification form on the back of this page and
 - c. documentation of your enrollment in internship credit unless not required or a law student.
5. Upon notification from ISSS, pick up your new CPT Form I-20; present it to your company as part of your work authorization documentation.

REQUIREMENTS

1. Work only between the start and end dates listed in your Form I-20.
2. Work no more than 20 hours per week if approved as part-time; there is no limit for full-time.
3. Continue enrollment in your internship course during the duration of your CPT.
4. Renew your CPT authorization every semester and term you plan to work off campus.
5. Maintain a valid Form I-20.
6. Maintain a valid passport.
7. Terminate your employment immediately and notify ISSS if one of the previous requirements are not met or your employer ends your training before the listed end date.

Note: Accruing one year or more of **full-time** CPT will disqualify you from any Optional Practical Training after you graduate.



INTERNSHIP COORDINATOR CPT VERIFICATION

To be completed by student

Given Name(s): _____ Family Name(s): _____

BYU ID Number: _____ Major: _____

Internship Coordinator Instructions

- In order for the student named above to obtain approval for Curricular Practical Training (CPT), their proposed training must meet 8 CFR 214.2(f)(10)(i) governmental regulation requirements of being
 - “an integral part of an established curriculum” and
 - “directly related to the student’s major area of study.”
- Government scrutiny of CPT continues to be increasing, and a student’s lawful status can be negatively impacted by improper employment. Please provide the following information to assist us in determining if the training experience will meet the U.S. Department of Homeland Security’s statutory requirements.

To be completed by internship coordinator

1. The proposed internship is a graduation requirement of all students in the major. Yes No

2. Attendant Internship Credit

- Unless you checked Yes in #1, the student must enroll in internship credit as you direct.
- Graduating CPT participants must enroll in at least one course besides internship credit unless you checked Yes in #1.
- Internship Course number: _____ Course Title: _____

3. CPT Company Name: _____

4. Company Address: _____

5. Explanation of how CPT is directly related to student’s major:

6. Verification: I have read the internship offer letter and verify the proposed training to

- be **an integral part of the student’s curriculum directly related to the major** and
- have a valid purpose in the student’s program of study.

Printed Name _____ Signature _____ Date _____ Extension _____

Comments (Optional): _____
