

Curricular Practical Training (CPT)

What is it?

CPT is a way for you to gain skills and experience in your field of study—that's why it's called "training." You can intern or work off-campus through CPT. DSOs can authorize CPT in SEVIS after confirming some information with you, your advisor, and your employer. Undergrads may not do CPT in the first year of their degree; grad students may do CPT immediately if it is integral to their program.

Things To Know

- CPT can be full time or part time, and it can be paid or unpaid
- Do not start work before the DSO has authorized your CPT
- You must stop work after the end date of your CPT

Requirements and Process

Step One: Must be required for your academic progress. Either:

- Required for your degree program (like clinicals)
- Required for a class in your degree program

Step Two: Submit the following to the DSO:

- Academic Advisor CPT form
- Employment offer letter
- Supervisor Agreement form

Step Three: The DSO will authorize your CPT and print a new I-20

Frequently Asked Questions

How many times can I do CPT? Legally there is no limit on the number of times you can be authorized for CPT. Undergraduates must follow Bellarmine's internship policy.

Does CPT affect OPT? Part-time CPT has no impact on OPT. 12 months or more of full-time CPT makes you ineligible for OPT.

What should I tell my supervisor? Share with them that you are an international student at Bellarmine and that in most ways you are like any other intern or employee. Tell them you cannot start until the forms are filled out and what your last date of employment will be.

What does my supervisor have to do? Very little! They need to complete the Supervisor Agreement Form and they may be asked to evaluate your progress as part of your class.

Do I have to pay taxes? Yes, if you are being paid for your work.