

MONROE COLLEGE
OFFICE OF STUDENT SERVICES
(914) 740-6420

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 (DSO)</i> 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 <i>Professional Experience Track</i>. • 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 (OPT)</i>. • 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 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.

Updated 9/1/15

Social Security Card – Please contact the nearest Social Security Office. You will need your passport, I 20 with CPT Authorization, I 94 and copy of Job Offer Letter.