GUIDELINES FOR CURRICULAR PRACTICAL TRAINING (CPT)

Applications for this type of benefit must be submitted to the International Programs Center, at least two weeks prior to the start date of employment.

1. Student must be in lawful status as a full-time student for a full academic year.

2. The training must be directly related to the student’s field of study and commensurate with the student’s educational level. The training should be a requirement of the program of study and/or receive course credit. Therefore, registration in the course that requires off-campus employment or internship or practicum (paid or unpaid) experiences is mandatory. The period of authorized practical training experience will match the period of enrollment in the course that requires that experience. This period will be specified by your academic advisor.

3. The maximum number of hours a student may be authorized to work off-campus is 20 hours per week. The training will be part-time (20 hours or less) a week, while the school is in session “Fall and Spring”, and full-time (over 20 hours) a week, when the school is not in session (summer and holiday break).
   a. Students who are currently engaged in an assistantship position (considered “on-campus work” up to 20 hours per week) must choose to maintain either the assistantship position or engage in CPT when school is in session.
   b. A combined use of both benefits might be an option to be considered as long as the maximum number of hours does not exceed the 20-hour limit when school is in session. This option will require previous discussion with both the academic advisor and potential employer.

4. CPT will be determined by the nature of the training and the requirement of the student’s academic program with the endorsement of the academic advisor.

5. CPT requires:
   a. A written job, internship or practicum offer indicating the job title, dates of practical training activity, number of hours, and physical location of activity.
   b. The form “Curricular Practical Training Approval Request Form” completed and signed by your academic and/or internship advisor.

6. CPT is company/organization and position specific and you may only engage in related paid/unpaid activities with the company/organization listed on the I-20 form. In the event you elect to change companies/organizations a new application for CPT must be submitted to IPC two weeks prior to the start of related activities.

7. UNCG grants CPT in Student Exchange Visitor Information System (SEVIS). The approval is specific to a position, company/organization and location.

8. CPT terminates when the student completes the course for which employment was authorized, transfers to another institution, engages in assistantship employment, transfers to another program or fails to comply with the F-1 regulations.

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