



Curricular Practical Training (CPT) for F-1 Visa Holders

You may apply for Curricular Practical Training (CPT) for work experience directly related to your field of study while you are still a student. CPT is used for all required internships or other work experience requirements as part of your academic program. Woodbury University's International Student Advisors can authorize CPT if you meet the following conditions:

Requirements for Curricular Practical Training (CPT)

- Enrolled full time in degree level for at least two semesters.
- Have a job offer that your academic department verifies is practical work experience in your field of study.
- Get approval and fulfill all responsibilities with the academic department as necessary.

Note: Students currently enrolled in the Transition English Language Program (TELP) are not eligible for CPT.

Part-time CPT is for 20 hours or less per week. CPT is approved for one semester or up to one year. If necessary, a subsequent segment of CPT may be added to the record. Continued use of **part-time** CPT will not affect the length of your post-completion or pre-completion OPT.

Full-time CPT is for more than 20 hours per week. If you use full-time CPT for one full year (365 days exactly), you will lose Optional Practical Training for that degree level. However, as per institutional policy, we do not authorize the use of full-time CPT except for summer, winter, and spring breaks. Full-time CPT during the fall and spring semesters is NOT permitted.

Application steps for Curricular Practical Training (CPT)

1. Have your academic/faculty advisor complete the CPT Endorsement Form (attached). This form and other academic departmental authorizations must be completed before a Woodbury University International Student Advisor can recommend CPT.
2. Meet with International Student Advisor to request CPT. You can make an appointment by calling (818) 252-5265.
3. Bring the following to the appointment:
 - CPT Endorsement Form completed and signed by your academic/faculty advisor;
 - Proof of registration for the class entered on the CPT Endorsement Form (if applicable).
4. You will receive an updated I-20 for CPT from the International Student Advisor.
5. Show the CPT I-20 to your employer before you start working.
6. **Note:** To extend the CPT authorization, you must repeat the CPT application procedure. To prevent a break in employment eligibility, apply at least *one month* before your current CPT authorization expires.

If you have questions, please contact an International Student Advisor at (818) 252-5265

F-1 STUDENTS CURRICULAR PRACTICAL TRAINING (CPT) ENDORSEMENT FORM

To be completed by the academic/faculty advisor:

This information is needed to process the student's request for curricular practical training. This employment may be either required (for academic credit) or an optional component of the student's curriculum.

Academic Faculty/Advisor Name: _____
Department: _____ Phone Number: _____
Student Name: _____

This student has been offered employment with the following company:
Employer (Company Name): _____
Full Mailing Address/Location: _____

Supervisor's Full Name: _____
Supervisor's Phone Number: _____
Supervisor's Email Address: _____
Beginning & Ending Dates (or minimum amount of hours required): _____
Number of Hours per Week: _____

This employment is a/an:
Internship: _____ Practicum: _____ Other: _____

As part of the student's academic program, employment is:
Required: _____ (student must register for a course) Course number: _____
Optional: _____ (student may or may not register for a course) Course number: _____

Signature of Academic/Faculty/Career Advisor

Date