



## Curricular Practical Training (CPT) Guidelines and Information for F-1 Visa International Students

International students attending Scripps College on an F-1 student visa desiring to participate and complete an internship in the United States must obtain Curricular Practical Training (CPT) authorization prior to the start of the internship. Students applying for CPT authorization must apply for CPT at least 2 weeks prior to the start of the internship (see “How to Apply” below).

### DEFINITION OF CPT

Curricular Practical Training (CPT) is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. An F-1 student may be authorized by the Designated School Official (DSO) to participate in a curricular practical training program that is an integral part of an established curriculum. In practical terms, ‘integral part of an established curriculum’ means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training.

Employment is considered to be CPT if it falls into one of two categories:

- 1. A required part of the degree program.** If the academic program requires unpaid/paid employment (internship, field experience, applied research project – working with a company) in the field of study to graduate, you may participate in CPT as long as you are otherwise maintaining lawful F-1 status. Your major adviser must verify in writing that the internship/employment is a required, integral part of the curriculum and is credit bearing.
- 2. An optional but integral part of the degree program.** Paid or unpaid employment (internship, field experience, or applied research project) in your field of study may be used for CPT as long as you are otherwise in valid status. Your major adviser must verify in writing that the internship/employment qualifies as a valid academic experience related to your major.

### ELIGIBILITY

- Must be enrolled full-time in F-1 visa status and have completed one full academic year.
- CPT available only before completion of student’s degree program.
- Internship must be related to student’s current field of study. Must declare a major(s) before applying for CPT. **CPT eligibility does not apply to a minor.**
- Must have an offer of employment from an employer offering work that qualifies as CPT.
- CPT is approved for a specific employer, for a specific time period; students may change employers, but must have proper authorization before doing so.

### DURATION

- CPT can be approved for part-time (20 hours/week or less) or full-time (more than 20 hours/week), and usually in the form of an internship; must earn credit and/or be participating in a college-approved internship.
- No limit on amount of CPT; however, depends on the specific period granted by the DSO (may be granted by DSO in increments of no more than one year, or until expected date of employment completion, whichever is shorter).
- Students should be aware that 12 months of full time CPT makes you ineligible for Optional Practical Training (OPT). Use of part-time CPT does not affect eligibility for OPT.

### HOW TO APPLY/CPT AUTHORIZATION PROCESS

- Student finds the internship and is offered employment (paid or unpaid); must be credit-bearing. Consult with the Scripps Career Planning and Resources Office, an excellent resource for internship opportunities in your field of study. Typically, Scripps students participate more often in CPT during the summer months.

- Student must petition and be approved to earn internship credit prior to the start of the internship.
- Complete an [Independent Internship petition form](#), provide accompanying materials listed below, and submit to your PDSO/DSO in the Registrar’s Office:
  - Offer letter from prospective employer on company letterhead must include:
    - ✓ Organization/company name and address
    - ✓ Supervisor name, phone, email address
    - ✓ Position title and description of internship
    - ✓ Job responsibilities
    - ✓ Hours worked per week (full-time or part-time); paid or unpaid
    - ✓ Beginning and ending dates
  - Letter from major adviser on department letterhead, or email from college email address, verifying with brief explanation that the internship relates directly to your major.
  - Current I-20 Form
- Submit petition and all accompanying materials, including a signed copy of your *Statement of Agreement* (see below) to the Registrar’s Office; petition is forwarded to the Scripps Committee on Academic Review to review relevance of internship and amount of credit.
- If internship is approved, the DSO authorizes CPT on I-20 Form and provides student with new I-20.
- Student may not begin CPT until the CPT start-date as recorded on the endorsed I-20 Form.

**SEMESTER ABROAD PROGRAMS IN WASHINGTON D.C. and SILICON VALLEY/INTERNSHIP EXISTING COURSES**

Students must notify the Registrar DSO prior to leaving Scripps for a semester to participate in the off-campus study programs through CMC in Washington D.C. and Silicon Valley. Likewise, contact your DSO prior to engaging in internships that are related to specific courses (for example: PSYC195 SC *Internship in Psychology*, MS 196 PZ *Media Internship*). DSO authorization is required on your I-20 Form prior to participation.

**REPORTING REQUIREMENTS WHILE ON CPT**

Students must report to the DSO via email to [registrar@scrippscollege.edu](mailto:registrar@scrippscollege.edu):

- Any change of address within 10 days of moving.
- Any change in internship or employment details, including changes in:
  - Beginning or end dates
  - Employer name or address
  - Supervisor name and contact information
  - Work responsibilities of the internship

NOTE: Significant changes to the internship may require a new determination of CPT eligibility.

**DO NOT ENGAGE IN ANY TYPE OF UNAUTHORIZED INTERNSHIP AS THIS WILL PUT YOUR F-1 STATUS IN JEOPARDY.**

**Ask first before starting a job!** Starting work before CPT has been approved is ILLEGAL.

If you have any questions about CPT, please contact your DSO in the Registrar’s Office at 909-621-8089 or email [registrar@scrippscollege.edu](mailto:registrar@scrippscollege.edu).

**STUDENT STATEMENT OF AGREEMENT**

I acknowledge that I have read and understand these guidelines and information about Curricular Practical Training. I understand that I cannot begin my internship experience until I have received my new I-20 Form with CPT authorization.

Student Name: \_\_\_\_\_ ID No: \_\_\_\_\_  
Please print

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scripps College – Office of the Registrar  
 1030 Columbia Avenue, Claremont CA 91711  
 Location: Balch 121; phone: 909/621-8273; email: registrar@scrippscollege.edu