GENERAL INFORMATION
Curricular Practical Training (CPT) is defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the University of Central Florida. CPT is a legal temporary working opportunity to gain practical experience within a student’s major.

DIFFERENT WAYS TO USE CPT
You may pursue either one of the following routes for CPT employment to be considered integral.

1. If it is a direct requirement of your program, for example a mandatory internship or practicum that is required for all students in your program.

2. If it is approved through the UCF Experiential Learning/Cooperative Education Program. You will be registered for your co-op assignment, which will appear on your transcript.

*CPT can be done part-time or full-time during each fall, spring, and summer semesters.*

Part-time
- 20 hours or less per week
- Time accrued does not affect Optional Practical Training (OPT)

Full-time
- 21 hours per week or more (students may not work more than 40 hours)
- Using full-time CPT for 365 days or more will cause you to automatically lose your eligibility to apply for Optional Practical Training (OPT)

ELIGIBILITY REQUIREMENTS
- Students must be in valid F-1 status to apply for CPT.
- Students must have been in full-time status for one academic year.
- Students must be in a degree-seeking program (Intensive English Programs are not eligible).
- Employment must be off-campus, not affiliated with UCF.
- Employment must be related to the student’s primary field of study.
- Employment must be an integral part of the student’s curriculum.
HOW TO APPLY

» Apply early! CPT is only granted on a semester by semester basis, and you will need to get new CPT authorization on your Form I-20 each semester.

» Make an appointment with an immigration adviser at International Affairs and Global Strategies (IAGS).

» Review the CPT Checklist and Agreement and bring all items to your appointment.

» At the appointment, your adviser will collect the documents and review your eligibility. If you are approved, your adviser will authorize CPT on your SEVIS record and provide you with a new Form I-20.

The following are CPT Dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Day to Begin</th>
<th>Last Day to Begin</th>
<th>Last Day to End Continuing Students</th>
<th>Last Day to End Graduating Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>January 11</td>
<td>April 1</td>
<td>May 15</td>
<td>May 7</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>May 16</td>
<td>July 1</td>
<td>August 21</td>
<td>August 6</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>August 22</td>
<td>November 1</td>
<td>TBA</td>
<td>December 17</td>
</tr>
</tbody>
</table>

WHILE ON CPT

» You may only work within the dates authorized on your Form I-20.

» You may only work for the authorized employer listed on your Form I-20.

» Student must maintain a full course of study during the fall and spring semesters.

» Notify an immigration adviser if CPT employment number of hours changes to full time or part time prior to the change. You will need to bring a letter from your employer confirming your continued employment and the new number of hours you are required to work. An immigration adviser will update your SEVIS record and issue you a new Form I-20.

AFTER COMPLETING CPT

» You must stop working after the CPT end date on your Form I-20.

» If you wish to continue CPT employment past the dates listed on the Form I-20, you need to reapply for authorization. You must present the required documents again to an immigration adviser at IAGS. Remember you will need to get a new CPT authorization each semester you intend to work.