

1. What is Curricular Practical Training (CPT)?

CPT is referred to by many different names (Co-op, internship, working off-campus or a part-time job). **Please be aware!** Not all off-campus employment qualifies for CPT authorization.

Curricular Practical training allows the student to work off-campus in a position related to their field of study. Employment under CPT must be considered “an integral part of an established curriculum”

2. What types of employment are eligible for CPT authorization?

Curricular practical training falls into three categories:

- Training or internship is noncredit and is required of all students as part of their degree program.
- If training is required for a particular course, but not for all students pursuing the degree, the training must be taken for course credit and the course objectives must be clearly defined.
- Training which is offered through the Pace University Career Services department which is an integral part of the curriculum but not required either for a particular course or of all students in a degree program.

3. Who is eligible for Curricular Practical Training as offered through the Co-op Office?

Eligibility requirements for obtaining authorization from the International Students and Scholars department and the Career Services department on your campus are as follows:

- A. You must be fully matriculated into a degree program or graduate certificate program.
- B. You must be enrolled in a full-time course of study (12 credits for undergraduate students and 9 credits for graduate students).
- C. You must be in lawful F-1 status and have been a full-time student for at least one academic year when applying for CPT.

4. When can I begin CPT?

A student may begin Curricular Practical Training *ONLY after* receiving an endorsement on the Form I-20 from an International Student Advisor.

5. How many hours can I work?

In general, you can work a maximum of 20 hours per week during the academic year and a maximum of 40 hours per week during the summer and when classes are not in session.

6. Are there any limitations for CPT authorization on paid and unpaid employment?

The eligibility requirements and hourly limits for CPT authorizations include both paid and unpaid positions in accordance with Pace University policy. The following policies apply to receiving university approval for unpaid work:

- Students may not begin any unpaid Co-op positions until they have met the eligibility requirements for receiving CPT authorization. Students must have completed one academic year of study before beginning any university-approved work.
- Graduate students awarded Graduate Assistantships that include 20 hours of on-campus work are not eligible to take a Co-op position during the semester, paid or unpaid. They are eligible to work a combined 40 hours (on-campus and off-campus, paid and unpaid) during the winter and summer breaks.

Please Note: If you work 12 months or more of full-time curricular practical training you will forfeit all optional practical training. Part-time curricular practical training is not counted toward the 12-month threshold at which a student loses eligibility for optional practical training. Employment of more than 20 hours per week is considered full-time and will be counted by the USCIS in determining your eligibility for optional practical training.

7. How do I apply for a Co-op Internship?

The following procedures should be followed to obtain authorization for a co-op internship:

- Visit the Career Services department on your campus to notify them of your desire to seek Co-Op employment. All contact information can be found on the Pace web site: <https://www.pace.edu/career-services/>.
- Have the International Student Advisor on your campus complete an Employment Eligibility Memo on your behalf and return it to your Career Counselor.
- When you are hired for a position, register it with Career Services. This confirmation will include the name and address of your employer, the number of hours you will be working and the dates of your employment.
- Once this is completed, bring it to the International Students and Scholars department for processing. At this point, the International Student Advisor will issue a new I-20 listing the location and dates of your CPT.

8. Is there a checklist available for CPT?

For a CPT Checklist please go to <https://www.pace.edu/sites/default/files/files/global-pathways/curricular-practical-training.pdf>

Work authorization will be granted on a semester basis. If your co-op placement extends beyond this initial employment authorization, you must obtain renewal authorization from the International Student Advisor before the expiration date of your current authorization. You may not continue to work beyond the end date that is specified on your Form I-20. If you do, you are working illegally.

9. What if I am taking an internship for course credit or the internship is a required component of my degree?

- 1) If the internship is required for your degree program, you must bring a letter from your department chairperson to the International Student Advisor on your campus. The letter should provide information on the specific internship opportunity as well as the degree requirement that it satisfies and the period of time that will be required to
- 2) If the internship is going to be taken for course credit, you must enroll in a specific course and present proof of your enrollment in that course. This course must be listed in the Pace course catalog with a specific number of credits and a specific instructor. A letter from the employer will be required that includes the following: inclusive dates of employment, how many weekly hours will be required, a description of your duties that will clearly demonstrate how the internship meets course requirements, and the location where the employment will be taking place.