

# Curricular Practical Training (CPT)

Information and Application Procedures



Allen Long · xlong@drury.edu · Bay 130 · (417) 873-7506

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## Overview

Curricular Practical Training (CPT) is employment authorization for eligible F-1 students who need practical training that is an integral part of an established curriculum. CPT may include internships, cooperative education, practicum, clinical training, or other curriculum-based work experience.

CPT employment must be directly related to your major area of study and must be authorized by an authorized Drury Designated School Official (DSO) **before you begin work**. CPT authorization is employer-specific, location-specific, date-specific, and either part-time or full-time. Your authorization appears on page 2 of your Form I-20.

CPT authorization is not automatic. International Support Services (ISS) reviews eligibility and supporting documentation. You may begin employment only on or after the CPT start date printed on your Form I-20, and you must stop employment no later than the CPT end date printed on your Form I-20.

This document applies to F-1 Curricular Practical Training. It does not provide instructions for Optional Practical Training (OPT), STEM OPT, or other employment authorization.

## Eligibility

To be eligible for CPT, you generally must:

- Be maintaining valid F-1 status at the time of application.
- Have been lawfully enrolled full-time for at least one full academic year before CPT begins, unless you are a graduate student whose program requires immediate participation in curricular practical training for all students in the program.
- Be enrolled in the appropriate Drury course, internship, practicum, or other academic requirement during the same term as the CPT authorization, unless ISS confirms that a regulatory exception applies.
- Have practical training that is an integral part of an established curriculum.
- Have practical training that is directly related to your major area of study.
- Have a specific training opportunity with an employer, including the employer name, physical worksite address, supervisor information, job title, duties, start date, end date, and expected hours per week.

CPT may be available when the experience is a required part of the curriculum or when it is an established curricular option for which the student enrolls in and receives academic credit. CPT may not be authorized solely because a student wants work experience or because an employer offers a position.

## Part-time and full-time CPT

### Part-time CPT

Part-time CPT is authorization for 20 hours or fewer per week while classes are in session.

### Full-time CPT

Full-time CPT is authorization for more than 20 hours per week. Students must continue to meet all enrollment and academic requirements while participating in CPT.

CPT must correspond to the academic term and curriculum requirement for which it is authorized. ISS will determine the appropriate CPT dates based on the academic calendar, course enrollment, training dates, and supporting documentation.

### Effect of CPT on OPT eligibility

Part-time CPT does not reduce eligibility for OPT.

However, a student who is authorized for **12 months or more of full-time CPT** at the same educational level becomes ineligible for OPT at that educational level. Consult ISS before accepting full-time CPT if you expect to apply for OPT later.

## Application procedure

### 1 Confirm the academic requirement.

Meet with your academic advisor, faculty sponsor, program director, or the appropriate academic department representative to confirm that the training is integral to your established curriculum and identify the related course, internship registration, practicum, clinical requirement, or other approved academic component.

### 2 Obtain a training offer.

Obtain a written CPT employment offer letter from the employer. The offer letter must be on official employer letterhead and include the information listed in the "Employment Offer Letter Requirements" section below.

### 3 Complete the academic-registration process.

Complete the applicable academic process for your program:

- ☐ [Internship Registration Process](#), which includes submitting the online [Internship Commitment Form \(ICF\)](#) to verify your employment details. Most students complete this process to verify their employment details.
- ☐ **Alternative Registration Process** — for programs that require internship credit, practicum hours, or work experience but do not use the Internship Registration Process (for example Music Therapy, Education, Architecture). Complete the **Drury CPT Request and Academic Certification form** in this packet and submit it with an [Employment Offer Letter](#) (template attached at the end of this packet) verifying your employment details to Allen Long, Director of International Admission, xlong@drury.edu, (417) 873-7506.

Either route requires your academic advisor or faculty sponsor to certify the curriculum connection and concurrent course enrollment on the form before you submit it.

### 4 Meet with ISS, if required.

### 5 Receive CPT authorization before beginning work.

If eligible, an authorized Drury DSO will enter the CPT authorization in SEVIS and issue you a new Form I-20 showing the approved employer, location, dates, and whether the authorization is part-time or full-time.

**Do not begin work** until you have received the CPT-authorized Form I-20 and the CPT start date on page 2 of the Form I-20 has arrived. You do not file Form I-765 or obtain an EAD from USCIS for CPT.

## Request timeline

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Submit complete CPT materials early enough for ISS review before your requested employment start date. ISS recommends submitting a complete request at least **14 DAYS** before the intended CPT start date.

ISS cannot backdate CPT authorization. Employment performed before the CPT start date on your Form I-20 is unauthorized employment and may jeopardize your F-1 status.

## Employment offer letter requirements

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Your employer must provide a written offer letter on official company letterhead. Use the [template attached at the end of this packet](#), which covers everything the letter must include: your name, employer name, job title, position duties, worksite address, supervisor name and contact information, start and end dates, weekly hours, and the employer representative's name, title, signature, and date.

If your worksite, employer, job duties, hours, or employment dates change, contact ISS before the change takes effect. A new CPT authorization and updated Form I-20 may be required before you continue working under changed conditions.

## CPT employment rules

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- Work only for the employer, at the location, during the dates, and for the number of hours approved on your CPT-authorized Form I-20.
- Do not begin employment before the CPT start date or continue employment after the CPT end date listed on your Form I-20.
- Maintain required enrollment and F-1 status throughout the CPT authorization period.
- Notify ISS immediately if you do not begin the approved employment, end employment early, change employers, change work locations, change job duties, or need to change the employment dates or hours.
- Do not assume that an extension, new employer, change in location, or change in hours is automatically approved. Contact ISS before any change.

## Travel during CPT

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CPT authorization does not extend your F-1 visa stamp. If you travel outside the United States, speak with ISS before making travel plans. You may need a valid passport, valid F-1 visa, and travel-endorsed Form I-20 to seek reentry. Admission to the United States is determined by U.S. Customs and Border Protection and is never guaranteed.

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### CONTACT YOUR DSO

#### **Allen Long**

Office of International Admission | Bay 130  
900 N. Benton Ave., Springfield, MO 65802

EMAIL [xlone@drury.edu](mailto:xlone@drury.edu)

PHONE (417) 873-7506

WEB [international.drury.edu/allen](http://international.drury.edu/allen)

FORM

# Drury CPT Request and Academic Certification

Complete this form and submit it to International Support Services (ISS) with your employment offer letter and any required academic-registration documentation.

## 1 Student information

STUDENT NAME

DRURY ID

SEVIS ID

DRURY EMAIL

LOCAL PHONE NUMBER

DEGREE LEVEL

MAJOR / PROGRAM OF STUDY

EXPECTED PROGRAM-COMPLETION DATE

## 2 CPT employment information

EMPLOYER / COMPANY NAME

POSITION TITLE

PRIMARY PHYSICAL WORKSITE ADDRESS

SUPERVISOR NAME AND TITLE

SUPERVISOR EMAIL AND PHONE NUMBER

REQUESTED CPT START DATE

REQUESTED CPT END DATE

EXPECTED HOURS PER WEEK

REQUESTED CPT AUTHORIZATION

☐ Part-time (20 hours or fewer per week)

☐ Full-time (more than 20 hours per week)

### 3 Academic requirement

CPT is connected to:

- ☐ Required internship, practicum, clinical training, cooperative education, or other required program component
- ☐ Credit-bearing internship, practicum, cooperative education, or other established curricular option
- ☐ Other: \_\_\_\_\_

COURSE NAME

COURSE NUMBER

NUMBER OF CREDIT HOURS

TERM OF CONCURRENT ENROLLMENT

- ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_

### 4 Student certification

I certify that the information in this request and the accompanying employer documentation is complete and accurate. I understand that:

- CPT employment must be authorized by an authorized Drury DSO before I begin work.
- I may work only for the employer, at the location, during the dates, and within the hours approved on my CPT-authorized Form I-20.
- I may not begin employment before the CPT start date or work after the CPT end date on my Form I-20.
- Any employment before authorization or outside the authorized terms may be unauthorized employment and may jeopardize my F-1 status.
- I must maintain required enrollment and F-1 status throughout CPT.
- I must notify ISS before changing employers, locations, duties, dates, or hours.
- Twelve months or more of full-time CPT at the same educational level will make me ineligible for OPT at that educational level.

STUDENT SIGNATURE

DATE

## 5 CPT Advisor Recommendation Form

I certify that the proposed practical training is directly related to the student's major area of study and is an integral part of an established Drury curriculum.

STUDENT NAME

PROGRAM / MAJOR

COURSE NAME AND NUMBER

CREDIT HOURS

TERM OF ENROLLMENT

Please explain how the employment fulfills the required or credit-bearing curricular component and how the experience will be academically supervised and evaluated:

Is this practical training required for all students in the program?

☐ Yes

☐ No

The student will be concurrently enrolled in the course or academic requirement listed above during the requested CPT period:

☐ Yes

☐ No — Explain and attach applicable approved documentation: \_\_\_\_\_

ADVISOR / FACULTY SPONSOR NAME

TITLE / DEPARTMENT

EMAIL

SIGNATURE

DATE

**ISS USE ONLY** Do not write below this line

- |                                                                                                 |                                                                                                                                              |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Student's F-1 status reviewed.                                         | <input type="checkbox"/> One academic-year eligibility requirement reviewed, or qualifying graduate immediate-training exception documented. |
| <input type="checkbox"/> Curriculum connection and concurrent enrollment reviewed.              | <input type="checkbox"/> Employment offer letter reviewed.                                                                                   |
| <input type="checkbox"/> CPT employer, worksite, dates, hours, and authorization type reviewed. | <input type="checkbox"/> Prior full-time CPT history reviewed for OPT impact.                                                                |
| <input type="checkbox"/> CPT authorized in SEVIS.                                               | <input type="checkbox"/> CPT-authorized Form I-20 issued.                                                                                    |
| <input type="checkbox"/> Student advised of CPT authorization limits and reporting obligations. |                                                                                                                                              |

ISS ADVISOR / DSO

DATE

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# Employment Offer Letter Template

Give this page to your employer. The letter must be printed on official company letterhead and signed by an employer representative. Replace every **HIGHLIGHTED** item with your details.

(OFFICIAL LETTERHEAD REQUIRED)

DATE

STUDENT NAME

STUDENT ADDRESS

**RE: Curricular Practical Training (CPT) Offer Letter**

Dear **STUDENT NAME**,

This letter confirms your offer of practical training with **COMPANY NAME**. The dates of your practical training offer are from **START DATE** to **END DATE**. You are expected to work an average of **#** hours per week. The details of your position are stated below.

Position title: \_\_\_\_\_

Position description: \_\_\_\_\_

Physical address of training employer: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor contact information (phone / email): \_\_\_\_\_

We are excited to begin working with you very soon!

Sincerely,

\_\_\_\_\_  
SIGNATURE

YOUR NAME

YOUR TITLE