Curricular Practical Training (CPT) Guidelines for the School of Computing and Information

Curricular Practical Training (CPT) is defined as employment which is an “integral part of an established curriculum, including: 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 school.” Source: 8 CFR 214.2(f)(10)(i)

As per federal regulations, CPT is a benefit extended to F-1 students only, and does require an offer letter prior to authorization. CPT can only be granted after a student has been lawfully enrolled on a full-time basis for one academic year (i.e. two full consecutive semesters). Exceptions to this can only be made for graduate students in a program which requires immediate practical training.

CPT may be full-time (more than 20 hours/week) or part-time (20 hours/week or less). Use of 12 months or more of full-time CPT will prohibit the student from applying for OPT. Use of part-time CPT does not affect OPT eligibility.

The following guidelines apply to all University of Pittsburgh students, and ensure that students can take advantage of opportunities that are appropriate to their academic program while protecting their F-1 status.

- CPT will be granted if:
  - Practical training is a requirement of all students to fulfill a degree requirement,
  - or
  - A student will be awarded credit that will count toward degree requirements (e.g. through an internship or practicum course offered by the program), as listed in department/program literature.

- Credit earned to satisfy CPT requirements must appear on the transcript during the semester that the internship takes place (e.g. summer internship requires summer enrollment).
- CPT employment may not delay completion of the academic program.
- CPT authorized for the fall or spring semester, or in the final semester of study may only be part-time. Exceptions will be made if the student is participating in a Pitt Co-Op or in a program that requires a full-time internship to fulfill a degree requirement.
- CPT authorized in the summer may be full-time. If summer will be the final semester of study, CPT will be authorized part-time, unless the student is participating in a Pitt Co-Op or in a program that requires a full-time internship to fulfill a degree requirement.
- Doctoral students may be eligible for CPT authorization for employment that will directly contribute to their thesis. OIS reserves the right to review the relationship between practical training experience and dissertation research.
- CPT is granted on a semester-by-semester basis, unless a longer length of time is needed to complete program requirements.

Co-Op

Students in the Co-Op program must apply separately for each period of CPT to correspond with each rotation. Each rotation must be at least 12 weeks in length in order to be authorized for CPT, as per Co-Op policy. One rotation = one semester.

- **Undergraduate (BSCS, BSIS):** May be granted CPT up to **four** rotations of CPT in their academic career.
- **Graduate (MSIS, MST, PhD IS, PhD Tele):** May be granted up to **two** rotations of CPT in their academic career.
**Practicum (MSIS, MST) or Field Experience (MLIS)**

Students enrolled in practicum or field experience credits may be authorized for CPT up to two times per academic career, however, credit earned to satisfy CPT requirements must appear on the transcript during the semester that the internship activity occurs (e.g. summer practicum requires summer enrollment). Practicum or field experience courses must count towards graduation requirements.

In the student’s last academic semester of enrollment,
- CPT can be part-time, only;
- Student must enroll in the appropriate course, plus at least one other course that counts toward degree requirements; and
- Graduation must be verified by the academic department.

**Internship (BSIS, BSCS, MSCS)**

Students enrolled in internship credits may be authorized for CPT up to two times per academic career, however, credit earned to satisfy CPT requirements must appear on the transcript during the semester that the internship activity occurs (e.g. summer internship requires summer enrollment).

In the student’s last academic semester of enrollment,
- CPT can be part-time, only;
- Student must enroll in an internship course, plus at least one other course that counts toward degree requirements; and
- Graduation must be verified by the academic department.

**Doctorate Students**

Must be enrolled in FTD for OIS to consider employment contributing directly to a thesis. If a student’s first term as FTD is in the Fall term, employment may be authorized in the summer term prior, despite the student not being registered for FTD in that summer term. This is also true in any subsequent summer semesters once student has begun FTD. If you are a PhD student and not yet enrolled in FTD, then CPT authorization will be granted only if you are: a IS student, LIS student, or CS student enrolled in CS2900.

**How to apply for CPT**

An application for CPT authorization should be submitted to OIS at least 2 weeks prior to the anticipated start date of employment.

**Step 1**: Meet with your academic advisor or internship coordinator to ask about your academic eligibility.

**Step 2**: Once you have obtained the position, request an offer letter from the employer (on company letterhead). The letter should include:
- Your Name
- The start date and end date of the internship (Keep in mind that CPT can only be authorized one semester at a time.)
- Position title
- Employment site address (street, city, state, and zip code). This must be where you will be physically present for the duration of your employment. If there will be multiple locations, all must be listed.
- The number of hours to be worked per week

**Step 3**: Submit a CPT request in My OIS.
- Normal processing time of a CPT request is **five business days** from the date OIS receives a completed e-form. Please remember that your academic advisor will receive an email requesting his/her approval for the practical training experience. Once your advisor has completed their section of the e-form, OIS will review and contact you via email once a determination has been made.
- Authorization will be granted for the employer, location, and dates specified on the new I-20. Please contact OIS prior to commencing employment if any of this information will change.
- Once CPT has been approved, you will receive an email advising you to retrieve your new I-20 from OIS. CPT will be authorized for specific location(s) and for a set length of time. **You may not begin employment until you receive the new CPT I-20.**