

CURRICULAR PRACTICAL TRAINING (CPT)

ISSS | October 2025

Agenda

- Definition of CPT
- Understand eligibility requirements
- When off-campus work authorization is needed
- Application Process
- Approval Process
- Important Reminders

What is CPT?

The U.S. Code of Federal Regulations defines CPT as

“an integral part of an established curriculum” and 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 school.”

Eligibility

You must	Definitions
<ul style="list-style-type: none">✓ Be in valid F-1 status✓ Be in full-time academic status for at least one full academic year immediately prior to the internship✓ Ensure the internship is an integral part of Middlebury's established curriculum✓ Engage in an internship that relates directly to your major.	<ul style="list-style-type: none">○ Is your I-20 accurate and I-94 reflect F-1?○ An academic year is defined at Middlebury as Fall semester, Winter Term, and Spring Semester.<ul style="list-style-type: none">○ If you took a leave of absence at any point during your studies at Middlebury, that is considered a break in enrollment.○ Must be registered in a Midd internship/fieldwork course and must pass/receive credit for the course to demonstrate the internship is integral to the curriculum.○ If you have declared more than one major, the internship must only be directly related to one major, not both.

Eligibility, continued

You must...	Definitions
<ul style="list-style-type: none">✓ Understand that using one year of full-time CPT eliminates your eligibility for Optional Practical Training (OPT). Anything less? OPT is safe.✓ Obtain CPT approval before engaging in the internship.✓ Receive, sign, and date the updated I-20 that will be issued to you.✓ Obtain the internship offer before CPT can be authorized.✓ Obtain CPT authorization for one internship during a specific date range.	<ul style="list-style-type: none">○ One year of full-time CPT is considered 2080 hours or more of approved CPT.○ An international advisor will update your SEVIS record which requires your I-20 to be updated.○ The updated I-20 is your proof of CPT approval.○ CPT authorization is position-specific and for a specific period of time.○ You can have more than one CPT authorization at the same time.

Eligibility, continued

You must...	Definitions
<ul style="list-style-type: none">✓ Have CPT authorization to cover the internship and any related orientation and training.✓ Complete the course requirements and earn credit for the course.	<ul style="list-style-type: none">○ The internship includes any orientation and training related to the internship.○ Course requirements and earning credit are part of your CPT authorization.<ul style="list-style-type: none">○ Failure to earn credit for the course will result in losing eligibility for CPT in the future.

When CPT is needed or not

Scenarios When CPT is Needed	Scenarios When CPT is Not Needed
<ul style="list-style-type: none">✓ A student is physically located in the U.S. (whether one day or one month)✓ Regardless if the internship is paid or unpaid✓ Regardless if payment is in another currency than USD✓ Regardless if payment is made to bank outside U.S.✓ Even if the employer is located outside the U.S. but you are within the U.S. working remotely for them	<ul style="list-style-type: none">○ A student is employed by Middlebury College, and the role is classified as on-campus employment.○ A student is physically outside of the U.S. for the entire internship, including any required orientation or training related to the internship.

When CPT Cannot be Used

- ✓ Any freelance or self-employment opportunities cannot be supported by CPT. This means if you want to start a business, it cannot be done with CPT authorization.
 - ✓ If you are interested in starting a business, or continue a business you might have started outside of the U.S., you must speak with ISSS before doing any activity when physically located within the U.S.
- ✓ If you are no longer in active student status at Middlebury, have graduated, or transferred your SEVIS record to another school.
- ✓ If you are not intending to be enrolled at Middlebury in the preceding enrollment term before the internship or the immediately following enrollment term after the internship.
- ✓ If you want to engage in an internship during fall or spring semester, CPT is not available due to Middlebury College academic policy. Contact ISSS about other options for fall and spring.

CPT Application Process

Go/cpt → “apply for CPT”

- ✓ There are currently two separate application processes based upon the term you intend to engage in the internship – Winter or Summer term.
- ✓ Both processes require approval from CCI.
- ✓ If approved for the internship experience, you will be registered for the required internship or fieldwork course. You do not register for the course.

CPT Application Process, continued

Winter Term CPT

- ✓ Submit application to CCI
- ✓ CCI approval of internship.
- ✓ CCI recommends registration in winter internship course
- ✓ Submit application to ISSS for CPT authorization
- ✓ ISSS approves CPT
- ✓ ISSS updates your SEVIS record and issues updated I-20
- ✓ Print, sign, and date the updated I-20
- ✓ Complete winter internship course requirements

Summer Term CPT

- Submit application to CCI
 - One application for CCI and ISSS
- CCI approval of internship
- CCI recommends registration in fieldwork course (via the Institute)
- ISSS reviews for CPT eligibility
- ISSS approves CPT
- ISSS updates SEVIS record and issues updated I-20
- Print, sign, and date the updated I-20
- Complete fieldwork course requirements

Important Application Notes

Winter Term

- ✓ Must submit Supplemental Letter from the employer that includes all required information. This may mean the initial offer letter is not sufficient.
 - ✓ Using the provided template will ensure all required information is included
- ✓ There are two applications – the first one to CCI, and the second to ISSS.
- ✓ Internship must be for full time (minimum of 25 hours per week) to meet the winter internship course requirements.

Summer Term

- Must submit Supplemental Letter from the employer that includes all required information. This may mean the initial offer letter is not sufficient.
 - Using the provided template will ensure all required information is included
- There is one application submitted to CCI that is used by both CCI and ISSS.
- Internship can be part time or full time.
 - Part time is 20 hours or less per week.
 - Full time is more than 20 hours per week.
 - If you are not sure, you should apply for full time.

Approval Process

Winter Term

- ✓ You can submit both the CCI and ISSS applications at the same time, but ISSS will not be able to approve CPT until confirmation of your registration in the Winter internship course.
- ✓ You will receive email confirmation of your approval from CCI.
- ✓ You will be instructed to confirm your registration in the winter internship course by logging into Banner.
- ✓ You will receive an email from ISSS with your CPT approval and updated I-20.

Summer Term

- You will receive three emails:
 - One from CCI approving the internship
 - One from the Registrars' Office confirming your registration in the fieldwork course
 - One from ISSS with your CPT approval and updated I-20.
- ISSS cannot approve and issue the updated I-20 until the Registrars' Office has confirmed your registration in the fieldwork course.

Important To Remember

Contact ISSS if you have any questions!

- ✓ Do not engage in the training, orientation, or internship until you have received the updated I-20 from ISSS and have reached the approved start date stated on your updated I-20.
- ✓ The updated I-20 may be required as proof of work authorization for an employer. A common form to fill out with Human Resources is the I-9.
- ✓ The updated I-20 issued to you with CPT approval is also your current and valid I-20 during and after your CPT authorization has ended. Make sure to save all previous I-20's.
- ✓ If you end your internship early, or wish to change the dates of employment, you must contact ISSS immediately. We must make the change in your SEVIS record and issue an updated I-20.

THANK YOU!