DEFINITION

- Curricular Practical Training (CPT) is temporary off-campus work permission in an international student’s field of study prior to program completion (graduation).
- CPT must be an integral part of a student’s established curriculum. As a result, students are required to register in a credit bearing internship class (required or elective) in their field of study each session/semester CPT is approved.
- A student must NOT begin CPT without receiving prior approval and a new I-20 from the International Student Advisor (DSO). Working without permission could result in termination of F-1 status.
- Students can only work for sponsoring employers through cooperative agreements with Mercer University.

ELIGIBILITY REQUIREMENTS

- Student must have been enrolled at Mercer for at least one full academic year (9 months or 4 consecutive sessions) before requesting CPT. Graduate programs which require immediate participation in an internship/practical training may apply at any time.
- Student must have no HOLDS on their academic or financial record.

HOW TO APPLY FOR CPT

- Submit the CPT Application with employment letter for approval and signature by the student’s appropriate academic advisor or faculty sponsor.
- Register for the appropriate internship class for the length of the CPT (CPT is only approved by semester, but can be renewed each semester).
- Obtain a signed employment letter on official letterhead from the perspective employer stating the following:
  - Student’s name
  - Job title
  - Brief description of work
  - Company name and address
  - Start and end dates of employment
  - Work hours per week (20 hours +/-)
- Submit the CPT application and employment letter to your International Student Advisor.
- DSO will review, approve, and issue a new I-20 with the CPT authorization on page 3. Student can only work during the authorized start and end dates. A student may reapply for CPT each semester by submitting a new CPT application.
Curricular Practical Training (CPT) Application

OFFICE OF INTERNATIONAL PROGRAMS

STUDENT INFORMATION
(Section to be completed by student)

Name: _________________________  Mercer ID: __________________________
Email: __________________________  Class Rank: Sr.  Jr.  So.  Fr.  GRAD.
Major: ___________________________  School: ___________________________
Expected completion date*: __________  Advisor Name: __________________________
*Completion date is the last session/semester student will complete
ALL of his/her last degree requirements (example: Spring 2015)
Student’s Signature: __________________________

DEPARTMENT AUTHORIZATION
(Section to be completed by supervising professor)

An international student who has been in F-1 visa status for at least 9 months and who is in good academic standing is eligible to work off-campus in a position which is an integral part of the student’s curriculum. Paid internships require international students to register in an internship course for academic credit (1 credit or more) as defined in the course catalog. Please review the student’s request and complete the following section:

Course Name: ______________________  Number of credit hours: __________________
Maximum Work Hours Per week: _____  Company Name: ___________________________
Company Address: ____________________ City________________State____ Zip ________

Please briefly explain how the employment is an integral (directly related) part of the student’s curriculum and how the course requirements will be satisfied:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Name: ___________________________  Signature ______________________________
Email: ___________________________  Date: ________________________________