

**Approved By:** President

**Date Approved:** April 10, 2015

1. **Summary:** This policy establishes requirements and guidelines for F-1 international students pursuing Curricular Practical Training.
2. **Rationale:** This policy is necessary to ensure that F-1 international students can appropriately fulfill the practical applications portions of their degree programs in accordance with the requirements of the federal government.
3. **Entities Affected:** students
4. **Definitions:**  
*Curricular Practical Training (CPT):* off-campus work authorization given to F-1 international students to fulfill the practical application portion of their degree program.

*F-1 Student Visa:* a visa for international students which allows them to study full time.

*Designated School Official (DSO):* a representative of an institution's international students to Immigrations Services and the Department of Homeland Security.

5. **Policy:** Curricular Practical Training (CPT) is available for F-1 international students who wish to pursue off-campus employment in order to meet Applied Ministry Project requirements. The following criteria must be followed.

#### **Preconditions for Qualifying for CPT**

- F-1 undergraduate students must have been lawfully enrolled on a full time basis for two semesters.
- F-1 graduate students are eligible to apply for CPT during their first semester.

#### **Eligibility Requirements**

- Students must be in F-1 status and in good academic standing.
- Students must not have an outstanding balance with the business office.

#### **Field of Study**

- An eligible student's job offer must meet the requirements outlined under the "Applied Ministry Project" section of the Academic Catalog and be approved each semester by the Director of Applied Ministry.

#### **CPT Application and Approval**

- F-1 students seeking CPT must complete the CPT Application in its entirety each semester.

- The CPT Application must be approved by the Director of Applied Ministry, Business Office, Registrar, and Enrollment Services Office.

**Location**

- Students may only be employed for the specific employer, location and period authorized on the CPT Application.

**Hours per Week**

- CPT may be approved for part time hours (20 hours or less per week) only.
- Total work hours include on-campus and off-campus employment.

**Duration of CPT**

- CPT for a fall semester is valid from August through December.
- CPT for a spring semester is valid from January through July.

**6. Procedure:**

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** Vice President of Enrollment and Student Services
- c. **Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.039
Related policies:	

**Policy History**

Version 1.0	April 10, 2015
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