

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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