

## CURRICULAR PRACTICAL TRAINING (CPT)

**Curricular Practical Training** is defined for an F-1 student as authorized 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 Requirements:

1. The student must have been studying consistently full-time for one full academic year (Fall and Spring semester = one full academic year).
2. The work must be directly related to the student's **MAJOR** field of study.
3. The student must be in good academic standing.
4. The student must be making normal progress within their program.
5. The internship must be an integral part of the program of study, or for academic credit.

### Things to Consider:

1. Students must remain full-time during the fall and spring academic semesters.
2. The student can work part-time (20 hours or less) while school is in session and work full-time (40 hours) during semester breaks.
3. The student **cannot** be engaging in on-campus employment and CPT while in class full-time, unless the total for all work is under 20 hours per week.
4. Students are required to register for an internship course in order to obtain CPT.
5. Students can only use CPT before completion of their educational objective.
6. Students who use one year or more of full-time CPT eliminate their eligibility for OPT. Any full time CPT MAY be deducted from OPT.

### Important Note:

**REMEMBER: YOU CAN NOT WORK UNTIL YOU RECEIVE AN AUTHORIZED 1-20 from the DSO. YOU CAN ONLY WORK FOR THE DURATION PRINTED ON YOUR 1-20.**

In order for you to be working legally in the United States, the DSO must register you in SEVIS. In order for the DSO to enter your internship into SEVIS, all paperwork must be complete and you must be registered for the class.



# INTERNATIONAL STUDENT INTERNSHIP REGISTRATION GUIDE

Students can't intern until they have received an authorized I-20/  
DS-2019 from the DSO/ARO. Students can only work for the duration  
printed on the I-20/DS-2019.

1

← **START HERE**

Meet with the DSO (Designated School Official)/ARO (Alternate Responsible Officer) to approve your eligibility.

*Note: International students must complete two semesters (Spring/Fall or Fall/Spring) in order to be eligible for CPT and internships MUST be related to the students major.)*

2

Obtain instructions for completing online internship registration paperwork in Handshake from your Internship Faculty Coordinator.

*Flip over for how directions on how to register your internship in Handshake*

Once the internship registration form is completed and fully approved in *Handshake*, paperwork will be sent to International Student Services to obtain the DSO/ARO signature. The DSO/ARO will sign and make a copy of the form.

3

Students will make an appointment with the DSO/ARO for a new I-20/DS-2019 with CPT listed on it.

4

5

Students will submit the Academic Training Recommendation Form to the ARO, which can be found on *MyMarist > Resources > Forms & Resources under International Student Services > Student Forms.*

**FLIP OVER** ↘

**MARIST**  
CENTER FOR CAREER SERVICES



# HOW TO REGISTER YOUR INTERNSHIP IN *HANDSHAKE*

After accepting an internship position, students must discuss it with their Internship Faculty Coordinator **FIRST** and then they will be guided to Handshake.

1

Log into your Handshake profile:  
*marist.joinhandshake.com/login*

2

Click *Career Center* on the left navigation menu, then click Experiences.

4

Select your experience details by choosing the Experience Type and Term from the dropdown options. Both of these fields are required.

*Note: You cannot register for an experience type outside of your major or minor.*

3

Click the *Submit an Experience* button.

5

Complete the registration form and click *submit*.

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