



DREXEL UNIVERSITY

# International Students and Scholars Services

Student Life

## CURRICULAR PRACTICAL TRAINING (CPT) POLICIES FOR GRADUATE CO-OP

If you are a **J-1 student visa holder**, please make an appointment with an ISSS adviser for further instructions regarding your work authorization, as this form **does not apply to you**.

### CURRICULAR PRACTICAL TRAINING (CPT)

According to the federal regulations (8 CFR, §214.2 (f)): CPT is a type of off-campus employment authorization which permits international students with **F-1 visa status** to fulfill their degree program requirement. It is important to understand that CPT is "an integral part of an established curriculum" (214.2).

### ELIGIBILITY

- Student must have been enrolled for three consecutive terms prior to engaging in CPT.
- Student must maintain full time status during CPT, which includes co-op credits.
- Student must receive the Registration Agreement form signed by the Steinbright prior to submitting it to ISSS office.
- Student must obtain work authorization, by ISSS, **prior** to the beginning of employment.

### STUDENT ACKNOWLEDGMENT (To be completed by the student)

- ☐ I understand that I must fill out the form completely and clearly with all employer's information before submitting to ISSS.
- ☐ I understand that my CPT participation must fulfill a specific academic objective and that I may not use Optional Practical Training (OPT) work authorization to fulfill my degree program requirements.
- ☐ I understand that my CPT starting date must be consistent with the University's official term start date and **must not** exceed the next term start date.
- ☐ I understand when there is an early training requirement that I need a written explanation from my employer in order to have an early CPT employment start date. This request must be approved by Steinbright **prior** to ISSS authorization.
- ☐ I understand that any CPT employment end date adjustment has to be approved by Steinbright in writing first. Upon approval, ISSS will proceed with further adjustment.
- ☐ I understand that if I work on FT co-op for more than **364 days** in the United States, I will not be eligible to apply for any OPT.
- ☐ I understand that my authorization is limited to the employment as outlined in this agreement.
- ☐ I understand that I must promptly update ISSS of any employment interruptions and/or changes while on CPT.
- ☐ I understand that ISSS may request additional information at any time during the CPT application process.
- ☐ I understand that ISSS requires a minimum of three business days to review and authorize my CPT request.

### STUDENT'S SIGNATURE

By signing below I verify that I understand the above rules and regulations pertaining to my CPT authorization and I confirm that I will consult with ISSS if I am unclear about my rights and the requirements pertaining to my employment options.

\_\_\_\_\_  
Last Name (as it appears in passport)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Drexel ID#

Student's Signature: X \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

For any questions on the above please contact [iss@drexel.edu](mailto:iss@drexel.edu)

### FOR ISSS USE ONLY

Approved \_\_\_\_\_  
Initials: ISSS DSO

Denied, Reason for Denial \_\_\_\_\_

Processing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)