

CURRICULAR PRACTICAL TRAINING

Southwestern Baptist Theological Seminary | Texas Baptist College

Descriptions and Guidelines

Curricular Practical Training (CPT) is authorization by a Designated School Official (DSO) for an F-1 student to complete an internship that is an academic component of a student’s degree.

Preconditions	F-1 students must have been lawfully enrolled on a full-time basis for two regular semesters (completion of Fall and Spring semesters) before becoming eligible for CPT. Students must be in F-1 status and not yet finished with their degree program. <i>The full-time enrollment requirement is different for students who have already studied in the U.S. at another institution. Check with ISS.</i>
Curriculum Requirement	The CPT enrollment must be either required for the degree or for course credit in one of these ways: <ul style="list-style-type: none"> • The internship is required to complete your degree program (see list below) <ul style="list-style-type: none"> ○ Professional Doctoral Studies (DMin, Korean DMin, DEdMin) ○ Degrees offered and CPT approved by the School of Church Music and Worship ○ School of Church and Family Ministries PhD ○ MA Missiology Mentorship Track (up to one year CPT under this category) • The internship is not a required part of degree program, but academic credit will be given for the internship. <ul style="list-style-type: none"> ○ This includes the Applied Ministry CPT course for Graduate students ○ This includes the CPT Track for Research Doctoral Studies (PhD) students • The internship is required to complete thesis or dissertation research.
Field of Study Degree and Concentration Level of Work	The internship should be closely related to the student’s degree and should involve their field of expertise. When specific internship situations make fulfilling this requirement unclear, consult ISS. <ul style="list-style-type: none"> • Example: An F-1 student pursuing the Master of Divinity with Preaching Concentration will not be eligible for a CPT internship as a media technician.
Enrollment	Students may be approved for full-time CPT; however, students must maintain and complete minimum class enrollment requirements. U.S. Immigration law does not permit a student to enroll in and complete less than a full course load during a required semester (fall and spring) due to full-time CPT.
Location Position	Students can only be employed for the specific employer, location, and period as authorized by the Designated School Official (DSO) listed on the I-20. CPT can be authorized by a DSO for multiple employers as long as required work hours per week are maintained.
Hours Per Week	CPT may be approved for part-time (20 hours or less per week) or full-time (over 20 – 40 hours per week). 12 months of full-time CPT will result in ineligibility for Optional Practical Training (OPT) after degree completion. <u>The Academic Advisor or Supervisor must provide written justification for full-time CPT during a required semester.</u> The purpose of the F-1 visa is not to facilitate off-campus employment, but to pursue a degree full-time. <u>Full-time internships are appropriate, in most cases, during the summer or winter break.</u>
Duration of CPT Authorization	CPT can be authorized by the DSO each semester according to the length listed on the Academic Calendar or as directed according to the degree supervisor. Provision can also be made to authorize CPT at the start of the break preceding a semester and have it run all the way through to the end of the semester, if the student is registered, and qualified for CPT, in that relevant semester.

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Application Process and Timeline

CPT Application Timeline:

- Meet with your academic advisor and present the attached CPT Academic Advisor Recommendation Form.
- ***The student must complete only Section A of the Recommendation Form. Section B must be completed by your Academic Advisor or Supervisor.***
- Submit the completed CPT application, along with the following documents to the ISS, **prior to the start of the semester:**
 - Academic Advisor Support Letter, if required
 - **Employment Verification Letter**
 - Proof of your enrollment in the internship or thesis/dissertation hours
 - A copy of your passport (and family members), if recently renewed
 - A copy of your most recent I-94 Information (www.cbp.gov/i94), if you or your family member(s) recently traveled outside of the U.S.
 - The most recent F-1 visa stamp from inside your passport, if you or your family member(s) recently traveled outside of the U.S.
- Student will receive an e-mail from ISS when the CPT approval process is complete. I-20s will be made for student and family members (F-1 and F-2s), if applicable.
- The process will take 3-5 business days to complete. Please plan accordingly.

Information Needed on the Employment Verification Letter:

- a. Employer's Name
- b. Employer Identification Number (EIN) (Tax Number)
- c. Employer's Address Location
- d. Employer's Phone number
- e. Exact Start and End Dates of the Internship (generally according to the length of the semester, see Academic Calendar)
- f. Supervisor's name, title, phone number, and e-mail
- g. Internship | Position | Job Title | Job Description
- h. The exact work hours per week of the internship: full-time or part-time (20 hours or more per week vs. 20 hours or less per week); under F-1 students' regulations, more than 20 hours per week is full-time.
- i. Signed and dated by supervisor

Note: Most U.S. businesses consider less than 30 hours per week to be part-time. Please verify the work hours per week with your employer!

Submit your completed CPT application and other required documents to the Office of International Student Services (Memorial Building – Fleming Hall 211), **prior to the start of the semester**. **Incomplete applications will not be processed.**

IMPORTANT REMINDERS:

STUDENTS REQUIRE A SOCIAL SECURITY NUMBER TO WORK. Please contact ISS for questions regarding this requirement.

Students who also work on-campus will need to submit a copy of the newest I-20 to the office of Human Resources.

If you enroll in a CPT course and do not complete the credit within the given semester, you may lose your F-1 status. If you receive an "I" (incomplete) grade or "W" (withdraw) from the course and you have worked without fulfilling the obligations of CPT, you may be in violation of your immigration status. **You are not authorized for your internship until you have received the updated I-20, endorsed on Page 2 of your employment information. If you work without authorization while in F-1 status, you will be considered illegally employed and will lose your F-1 status.**

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Academic Advisor (Supervisor) Recommendation Form

Section A: Completed by STUDENT

Name _____
Family/Last Name First name as shown on passport Middle name (if applicable)

SWBTS Student ID# _____ Email address _____ Phone _____

Current Address in U.S. _____
Street and Apartment Number OR Dormitory Room Number [NO PO BOX PLEASE!]

City _____ State _____ Zip Code _____

Are you working on campus? If yes, who is your supervisor? _____
 Yes No Supervisor's Name & Phone Number

Semesters completed for Current Degree _____ Do you have a Social Security Card and Number? Yes No

Section B: Completed by ACADEMIC ADVISOR | SUPERVISOR

If you have questions regarding this form, please call (817) 923-1921 extension 8520

1. Degree Level: Bachelor Master Doctorate Major: _____
2. Expected completion date of degree requirements: _____ (Note, this is not necessarily the graduation date)
3. Name and location of employer: _____
4. Proposed internship start date: _____ End date: _____
Month / Day / Year Month / Day / Year
5. Please check one of the options below describing the purpose of the internship:
 - The internship is a **required and an established** part of the degree program
 - The internship is **not required**, but academic credit will count towards the degree requirements. **Support letter from academic advisor or supervisor is attached.**
Course number: _____ Course title: _____
Number of hours: _____ Semester and year: _____
 - The student is a graduate student who has finished all formal course work requirements and is currently in thesis or dissertation phase. Student has enrolled for the appropriate dissertation hours and the employment is used to collect data that will be published in the student's thesis or dissertation. **Support letter from academic advisor or supervisor is attached.**
 - Other (Academic Advisor or Supervisor Recommendation): _____
Course number: _____ Course title: _____
Number of hours: _____ Semester and year: _____

I attest that I have completed the above information in full, and hereby recommend that the student be work-authorized for the internship described on this form.

Academic Advisor | Supervisor Signature _____ Date _____

Name Printed _____ Email _____

Department Director | Signature _____ Date _____