CPT Requirements, Procedures for International (F-1) Students

Curricular Practical Training (CPT) is alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Starting January 01, 2012 Stratford University will only offer “for-credit” CPT. Before going through the following information, students are required to scrutinize the detailed CPT policy on our website at: http://www.stratford.edu/stratford-university/iso-forms

General Requirements and Information

- Students must maintain lawful F-1 status to apply for permission to engage in CPT.
- In order to participate in CPT students must be registered for the appropriate CPT course and pay the tuition for a one-credit class on either the graduate or undergraduate level.
- The student must be in good academic standing and must maintain a satisfactory academic performance (Minimum 3.5 C.GPA on a scale of 4.0 for Graduate Programs and 3.0 for Undergraduate Programs).
- The student must be enrolled as a full time student (at least 9 credit hours for Graduate programs and 13.5 hours for Undergraduate programs on-campus) in the current academic quarter at Stratford University. In addition the student must also be enrolled in the CPT course. (Students who are left with just one or two courses to graduate are exempt from this requirement.)
- Participation in CPT is optional and the grading instrument used for the CPT will not affect the student’s academic progress and therefore only “Satisfactory” or “Unsatisfactory” grades will be awarded.
- CPT is limited to the location mentioned on the I-20 letter and the start and end date of the respective quarter. The location must be within 250 miles of the campus attended by the student.
- Student’s financial obligations to Stratford University must be fulfilled before applying for CPT.

Procedures:

- Students must enroll in an appropriate CPT class in order to be approved for CPT.
- Submit an offer letter from an employer, on the company’s official letterhead indicating the job title, number of hours per week, start and end dates, physical job/project location, and a brief job description.
- Students will complete the “CPT Authorization Request Form” available on the school website and get it signed by the Business Office and submit the documents to the respective Dean / Academic Advisor with a proof of their registration.
- The Program Dean/ Academic Advisor will complete the “CPT Dean’s Recommendation Form” available on the school website and return it to the student if the Dean/Advisor is willing to recommend the student for the requested CPT.
- The student will submit the employer's offer letter, CPT Authorization Request Form, CPT Dean’s Recommendation Form to the DSO at International Student Office.
- Upon receipt of the offer letter the ISO will verify if the employer is on Stratford’s approved employer list. If not, a “New Employer” agreement process will be initiated.
- If the DSO determines that the student is eligible for the Curricular Practical Training, an authorization will be written on the new I-20 issued to the student.

Note: It is your responsibility to comply with all non-immigrant regulations and employment restrictions that apply to F-1 students, including course load requirements and properly notifying the ISO about any change in your contact information. You must also meet all of the academic requirements detailed in the CPT Policy.