



**Curricular Practical Training: CPT**  
for East Falls students  
**Read this handout all the way through**

## What is CPT?

Curricular Practical Training (CPT) allows F-1 students to gain off-campus work experience related to their major as part of their academic program. At Jefferson East Falls, for most academic programs, CPT is available **only for internships taken for academic credit**. If you are part of an academic program that does not support internships for credit (via Career Services) or you have a clinical/practicum/preceptorship type experience in your curriculum, please speak with International Student Programs regarding appropriate documentation and requesting CPT for your program.

CPT must be approved before you start working. CPT is not meant to be a convenient employment opportunity nor is it a device to save optional practical training (OPT) months.

**\*Please note:** an internship must be a learning experience and not a full-time job.

See more at this link: <https://www.jefferson.edu/east-falls/career-services/internships.html>

## Eligibility

- ✓ Full-time student for one academic year (2 semesters).
- ✓ Internship directly related to your major.
- ✓ Employment offer and Internship registered for academic credit  
before the last day to add a class for that semester.

## Internship Offer Details

<b>Employer Name:</b>
<b>Job Title:</b>
<b>Start Date:</b> _____ <b>End Date:</b> _____
<b>Hours per week:</b> _____
<b>Paid:</b> Yes <u>      </u> No <u>      </u>

## Will CPT Affect OPT?

**Part-time (20 hrs/week or less):** No impact on OPT.

**Full-time (over 20 hrs/week):** Affects OPT only if you do 12+ months total.

**Undergrads:** Part-time only during semesters; full-time allowed in summer.

**Grad students:** Full-time may be approved if required for your program.

## **Tick off the following steps to apply for CPT and Internship**

- Review internship information and CPT info: <https://www.jefferson.edu/east-falls/career-services/internships.html>
- Consult with your academic advisor if you are unsure if you can earn credit.
- Submit your Resume and Portfolio for review in Handshake (<https://jefferson.joinhandshake.com>).
- Wait for Career Services email approval.
- Log in to the International Services Portal: <https://isss.jefferson.edu> with your campus key
- Go to Control Center, and then, What can we help you with? And then, CPT Request.
- Upload your Handshake approval and proof of internship registration.
- List approver as: Laura Bickert Ciarlello, [laura.bickert.ciarlello@jefferson.edu](mailto:laura.bickert.ciarlello@jefferson.edu).
- Wait for your updated I-20 showing CPT authorization.
- Check your I-20 for accuracy before starting work.

### **Extremely Important:**

If you start working at your internship before the authorization date or without getting permission recorded in SEVIS, and you have the updated I-20 in your possession, then you are illegally working in the USA, and that cannot be rectified by reinstatement. The CPT start date cannot be backdated, so you must complete these steps before you start working.

### **Quick Recap**

Step	What You Do	Who Approves
1	Find an internship related to your major	Employer
2	Register for internship credit	Career Services & Advisor
3	Submit CPT request in the portal	International Services
4	Receive updated I-20	ISSS Office
5	Start working only on/after CPT start date	You're authorized

Questions? Visit Career Services (Kanbar 313) or email [TJU\\_EF\\_Intern@jefferson.edu](mailto:TJU_EF_Intern@jefferson.edu) / call 215-951-2930.