

# F-1 Curricular Practical Training Internship Opportunities for International Students

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Curricular Practical Training Definition: Curricular Practical Training (CPT) is a type of work authorization that allows F-1 international students to participate in paid/unpaid off-campus academic internships. The purpose of CPT is academic (not just for employment purposes); the internship must be considered an integral part of a student's degree program and must directly correlate to their degree program of study.

CPT for the MBA and MSCS programs is offered through enrollment in the Work Integrated Learning Course (WIL).

CPT for the Doctor of Business Administration (DBA) is offered through enrollment in the Business Integration Practicum Course (BIP).

Students must be enrolled in the respective course and receive approval from both the faculty advisor and DSO each quarter they participate in CPT.

F-1 International students must not pursue any off-campus employment without proper authorization. Such authorization must be received before beginning any off-campus work, internship, or related employment activity.

**IMPORTANT:** F-1 students who accumulate 12 months (365 or more days) of full-time CPT authorization lose eligibility for Optional Practical Training (OPT). Part-time CPT authorization, or fewer than 12 months of full-time CPT authorization, does not affect OPT eligibility. Multiple overlapping, part-time CPTs may count as full-time CPT days for OPT eligibility.

Curricular Practical Training can include:

- Employment
- Internship Experience (paid or unpaid)
- Cooperative (co-op) education work experience
- Practicum work participation

CPT work authorization can be:

- Part-time (20 hours per week or less)
- Full-time (more than 20 hours per week)

Valid F-1 Student Status:

- Must have properly maintained F-1 status each academic quarter.
- Must be enrolled at full-time status for the academic quarter they wish to pursue CPT.
- In general: F-1 students must be registered full-time.

**Full-Time Enrollment Undergraduate Level: 12 credits**

- Three (3) Residential/Hybrid courses and 1 online course is allowed each academic quarter to meet the minimum full-time enrollment requirements as an undergraduate F-1 student.

### **Full-Time Enrollment Graduate Level (MBA and MSCS): 6 credits**

- Students must enroll in two courses of three credits each per quarter. A maximum of one of these two courses may be an online course. Students must enroll in one or more residential/hybrid courses with a mandatory on-site attendance each quarter to maintain their F-1 status.

### **Full-time Enrollment Doctor of Business Administration (DBA): 4 credits**

- The DBA is a three-year cohort-based program. Students must enroll in the required courses designated for the term. Most terms require two courses of at least 4 credits and a Business Integration Practicum (BIP) course of 0 credit for F-1 students. Only one of these courses may be an online course. Residential courses include mandatory on-site attendance at three sessions or their equivalent each quarter to maintain the F-1 status and enrollment in the DBA.
- In Term 4 of Year One and Term 4 of Year Two of the three-year DBA program, the students design, create and deliver two research-based iterations of their final products: the Global Business Challenge Project (GBCHP) and their Global Leadership Development Assessment (GLDA). Full-time enrollment for these Terms requires two courses for a total of three credits. F-1 student must also successfully complete the BIP course (0 credit) in each of these terms.

Exceptions to the Full-Time requirement for F-1 students:

- Reduced Course Load (RCL) for Specific Academic Reasons.
- Reduced Course Load (RCL) for a Documented Medical Condition.
- Reduced Course Load (RCL) for Final Quarter Registration.
- Doctoral students who are completing their Thesis/Dissertation Credits.

CPT Eligibility: F-1 students need to be aware that any unauthorized work could jeopardize completion of their degree program and any future visas they would otherwise be entitled to obtain. In general, international students may participate in the university internship program if they meet the following criteria:

1. You are a student enrolled in a degree program.
2. Students must have been in F-1 student status for at least one full academic year in a program before they can apply for CPT at Sofia University.
3. Prospective F-1 students who have been enrolled full-time at a college or university in the U.S. for at least one academic year also qualify (one academic year at Sofia is defined as three full-time quarters per the academic calendar).
4. In order to obtain approval to participate in an internship, you must be able to show that your curricular practical training directly relates to your major area of study. When a student files a CPT Authorization Request, this application will be reviewed by a qualified Internship Faculty Advisor. The Internship Faculty Advisor will review the proposed internship experience and sign-off if it adequately correlates with and supports the training objectives of the student's degree program.
5. All internship participants must maintain a 3.0 GPA throughout their participation in internships, with certain limited exceptions.

6. CPT Approval Requirements for F-1 students:

- Must remain in good academic standing, 3.0 GPA or above.
- Must have an employment/training offer related to their major area of study.
- Must have a specific job/internship offer.
- Must complete and submit a Request for CPT Form, job offer letter and a Cooperative Agreement Form each academic quarter.