

# Curricular Practical Training (CPT)

Curricular Practical Training (CPT) allows F-1 international students to work **off-campus** in paid positions within the US while they are completing their degree.

 **SCAN HERE TO**



**LEARN MORE!**

## Eligibility

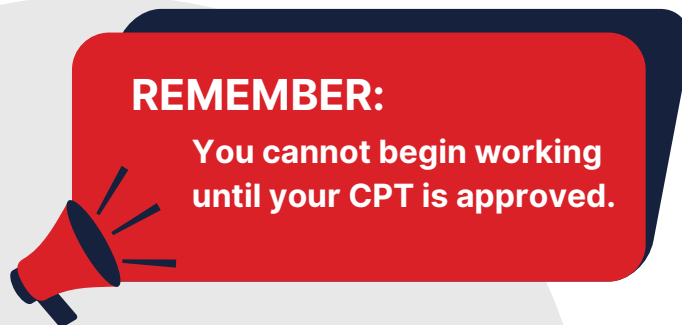
Students must complete one academic year of full-time study at a US university.

## Application Process

First, you need a job offer letter. Then, submit a CPT request in the ISSS Portal and upload all the required documents. A checklist is on the back of this page.

## Deadlines

Please submit a CPT request in advance before you are expected to begin working. The deadline to enroll in PRAC or internship study credit can be viewed on UMBC's Academic Calendar.



## Ready to apply?

[iss-portal.umbc.edu](https://iss-portal.umbc.edu)



## FAQs

### Can I work for multiple employers?

- No, you cannot work for multiple employers at the same time.

### Does it need to be related to my major?

- Yes - the position must be related to your program major.

### Can I work on-campus and do CPT?

- Yes! You can work an on-campus job and do CPT at the same time.

### Questions?

[iss.umbc.edu/contact](https://iss.umbc.edu/contact)

### Hours:

Mon - Fri, 8:30am to 4:30pm  
UC207 A

# CPT Checklist

This is a checklist of items F-1 students need to request Curricular Practical Training (CPT) from the ISSS office at UMBC.

## Job Offer Letter

Your offer letter should include:

- Position Title
- Roles and responsibilities
- Start and end dates of employment
- Hours of work
- Employer name and address

## PRAC Confirmation Email

- Upload a copy of the email confirming you enrolled in PRAC for the semester you are requesting CPT. The email should state Part Time/Full Time and the term.
- If you are enrolling in academic credit instead of PRAC, your academic advisor is required to enter the course number in their recommendation form.

## Recommendations

- Undergraduates need a recommendation only from their academic advisor.
- Graduate students need a recommendation from their academic advisor AND Graduate Program Director.



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