Curricular Practical Training (CPT) Decision Chart

Is the experience for civic, charitable, or humanitarian reasons? (Experience must be unpaid and is typically with a non-profit.)

- **YES**
- **NO**

Is the experience on campus or off campus?

- **On Campus**
  - Will the total number of all on-campus employment hours and this on-campus training experience total more than 20hrs/week while classes are in session?
    - **NO**
    - **YES**
  
  CPT is not required.

- **Off Campus**
  - Will you be receiving any remuneration for the time you will be dedicating to the employer or organization? Remuneration is very broad and includes both monetary (salary, hourly wage, stipend) and non-monetary (housing, tuition, food, travel) compensation.
    - **YES**
    - **NO**

  Would you put the opportunity on your resume and/or LinkedIn profile, under employment experience? Would you ask anyone at the opportunity to serve as an employment reference for you, for future job applications?
    - **YES**
    - **NO**

  Will your participation benefit the employer in any way or lessen the workload of the employer’s current staff?
    - **YES**
    - **NO**

  Will your CPT opportunity be related to your major, as listed on your I-20, and you must:
    - Have been legally enrolled on a full-time basis for a minimum of one academic year.
    - Be registered for a CPT-eligible course;
    - Receive CPT authorization from the Office of Global Initiatives BEFORE the opportunity start date.
  
  CPT is authorized for one semester at a time and re-authorization is required for every term, even for the same experience.

  Failure to obtain prior authorization or re-authorization will constitute a status violation and may result in termination.

CPT is probably not required. Before engaging in experience, you should seek written confirmation that the host organization is aware of U.S. Department of Labor regulations concerning volunteer work and unpaid internships. It is also recommended that at the end of your experience you ask your employer to provide you with a letter confirming that there was no remuneration provided in any form during the dates you were at the organization.