



Curricular Practical Training Employment Frequently Asked Questions

Curricular Practical Training (CPT) allows students in research and internship courses to gain paid work experience outside the classroom. The CPT employment and academic course must be an integral part of the student's academic major. To be eligible for CPT, you must be enrolled for at least one academic year at A&M-Commerce (fall/spring) in your current academic major.

The ISSS reserves the right to deny CPT regardless if the academic department has approved the request.

Please note that CPT must be authorized by the ISSS ***BEFORE*** a student begins any employment. Failure to receive authorization prior to beginning employment is a serious violation of the F-1 visa rules. Students must allow the ISSS up to 10 business days to process all CPT applications. A business day is Monday through Friday.

1. ***Who is eligible for CPT?*** Students who are in good academic standing with A&M-Commerce, in legal status with USCIS, and who have been enrolled on a full-time basis for at least one full academic year (fall/spring) at A&M-Commerce in their current degree program. Please note that the CPT employment must be an integral part of the student's academic major.
2. ***When do I need to apply for CPT?*** Students applying for CPT for the summer or fall semesters may begin applying April 1. Students applying for CPT for spring may begin applying November 1. Please note the ISSS will not process CPT applications the week prior to the beginning of the semester due to new student processes. Allow the ISSS up to 5 business days to process your application and request to expedite will not be recognized.
3. ***How do I apply for CPT?*** Students applying for CPT beginning April may either drop off their documents in person at the ISSS in Halladay 104 or mail their documents to the ISSS. The ISSS will no longer schedule CPT appointments beginning April 1. Click [here](#) for more information. Please note the ISSS will not process CPT applications the week prior to each semester. Allow the ISSS up to 10 business days to process your application and request to expedite will not be recognized. ***The ISSS reserves the right to deny CPT regardless if the academic department has approved the request.***
4. ***Is there a deadline to apply for CPT?*** The ISSS will not process CPT appointments 3 weeks after the beginning of each semester except in very limited circumstances.

5. ***Do I have to be enrolled in an academic course to be approved for CPT?*** Yes. The CPT employment and course must be an integral part of the student's academic major. The student must be enrolled in an academic course within their degree plan (required or recognized elective) for CPT. The CPT course must be a face to face or web enhanced "E" course. ***CPT WILL NOT be approved if the student is not enrolled in a course within their academic degree plan or a recognized elective and secured all required documents from the academic department/college and employer.***
6. ***Please explain “an integral part of the student’s academic major.”*** The CPT course must be a course on the student’s academic degree plan or a recognized elective within the student’s academic major. The CPT employment must be for employment experience within the student’s academic major.
7. ***How long may I receive CPT approval?*** CPT approval is for one semester at a time only and will be based on the course the student is enrolled in. The ISSS will not grant a student approval for CPT for more than 2 semesters.
8. ***Do I have to be enrolled in a full course of study while on CPT?*** During the fall and spring semesters you will be required to meet the full course of study requirement so this may limit the location of your CPT. The only exception is students who are in their last semester before graduation. For example...student is in their final semester for fall semester and they have only one course remaining to graduate. Student intends to participate in CPT through this course. This will be allowed as long as the course is a face to face or web enhanced "E" course. During the summer semester you may only enroll in the CPT academic course only but it must be face to face or a web enhanced "E" course.
9. ***Can my CPT course be an online “W” course?*** No. The course that the student is applying for CPT through MUST be a face to face or web enhanced “E” course. ***There are no exceptions to this rule.***
10. ***Can I enroll in a course outside of my degree plan for CPT?*** No. The CPT course you enroll in must be an integral part of your academic major. Once you have secured the job offer you will need to discuss with your course instructor how your proposed employment is related to the academic course and your academic major.
11. ***Are there any exceptions to the academic year requirement to be eligible for CPT?*** The only exception allowed is for students whose academic program requires immediate participation in an internship as part of the requirement for the academic major. There are no academic programs at A&M-Commerce that require students to immediately participate in an internship as part of the academic major requirements.

12. ***What if I was enrolled previously in an academic program or ESL program as an F-1 student?*** We will not consider previous enrollment as an F-1 student for CPT eligibility. A student must be enrolled in their current academic major at A&M-Commerce for an academic year (fall and spring) before being eligible for CPT.
13. ***Can I have on-campus employment and CPT employment at the same time?*** No. ***Students are not permitted to have both on-campus (student worker, assistantships) and off-campus employment (CPT).*** The only exception is for doctoral students completing their dissertation requirements.
14. ***Where do I begin with CPT?*** The recommended first step for students who wish to participate in CPT is to secure a job offer. Many academic departments post job opportunities in their departmental office for students to review. Please note you may discuss potential employers with your instructors but it is not their responsibility to find you employment. Once you have secured a job offer then you may meet with your course instructor to discuss how your prospective employment will relate to your academic course and academic major. For more information please review the [Application Process](#).
15. ***What will be the start date and the end date for my CPT?*** The start date and end date for your CPT will depend upon the recognized dates for the course you are enrolled in for the CPT. When reviewing the course dates the ISSS staff will review the university Registrar's record to confirm the dates for the course. The start date for your CPT will need to be on or after the first day of the course you are enrolled in for CPT. The end date will be the last day for the course you are enrolled in for CPT. *For example...student is enrolled in a course for the fall semester which begins on August 25 and ends December 12. This student's CPT start date will need to be on or after August 25 and the CPT end date will be December 12.*
16. ***What if I quit my CPT employment or decide to change employers?*** CPT employment is specific to the dates and the employer you are allowed to work for. If there are any changes to your CPT employment (i.e. you quit, are terminated, go from full-time to part-time) you must notify the ISSS immediately. If you want to change employers during your CPT you must first consult your instructor and then contact the ISSS immediately.
17. ***How do I apply for CPT?*** Go to the [Application Process](#) to apply. Applications may be dropped off in person ***by the student applying*** or mailed to the ISSS at the address below. Applications may not be picked up by friends or family members. Please allow the ISSS up to five business days to process the application. A business day is Monday through Friday. Request to expedite will not be recognized:
- Intl Student & Scholar
Services CPT Application
PO Box 3011
Commerce TX 75429