

To: All F-1 Students

Date: April 25, 2013

Re: Revised Curricular Practical Training (CPT) Internship Policy Effective Immediately

Number: 1304.1

Comments

To comment on this Broadcast Message, please e-mail SSV@iau.la with “Broadcast Message 2013-01 – Comment” entered in the subject line.

General Information

Due to new provisions and SEVIS compliance notices, International American University has made a few changes to our Curricular Practical Training (CPT) policy. Please note that this policy will take effect for all current students on September 1, 2013. For all new students beginning their program on or after May 6, 2013 – *this policy is effective immediately.*

When can students start CPT?

Students may engage in Curricular Practical Training (CPT) throughout the duration of their program.

- a. Undergraduate students must wait one academic year to engage in CPT.
- b. Graduate students are allowed to engage in CPT on their program start date listed on their I-20 under section 5.

Am I eligible for CPT?

Students may be eligible to engage in Curricular Practical Training (CPT) by meeting and maintaining academic requirements.

- a. Undergraduate students must have a cumulative grade point average (CGPA) of 2.0 or higher in order to engage in CPT.
- b. Graduate students must have a cumulative grade point average (CGPA) of 3.0 or higher in order to engage in CPT.

If a student fails to maintain their minimum CGPA, they will lose their CPT privileges for the following term. In order to start again, the student will need to raise their CGPA to meet eligibility requirements. Because CPT is a privilege given to F-1 students, we urge our students to not lose focus on their studies during CPT.

Since CPT is an internship, is there a class for it?

Yes, in order to engage in CPT, students must enroll in the corresponding internship course BUS 440 Internship for undergraduates and BUS 640 Internship for graduates. *See Catalog online to see full description of internship course.* Students will complete a short assignment defining their goals at the beginning of their internship and at the end of their internship reflecting on their experiences throughout their training. F-1 students may choose to apply for any of the following units during each respective term:

Spring Term

- (1) unit Internship = Part/Time (20hrs/week)
- (3) units SCORE Internship = Part/Time (hours TBA)

Summer Term

- (1) unit Internship = Part/Time (20hrs/week)
- (2) unit Internship = Full/Time (40hrs/week)
- (3) unit Internship = Full/Time + 2 page paper (40hrs/week)
- (3) units Score Internship = Part/Time (hours TBA)

Fall Term

- (1) unit Internship = Part/Time (20hrs/week)
- (3) units SCORE Internship = Part/Time (hours TBA)

See academic calendar for exact start dates of each term.

F-1 students are required to be enrolled full-time during mandatory enrollment terms (Spring & Fall). However, SEVIS allows F-1 students to enroll in one distance-learning course to meet full-time requirements. If a student chooses to engage in CPT and enroll in BUS 440/640 internship for a site which is “off-campus” (not on the International American University campus), it is considered a distance-learning course and will count as an online course. Internships on International American University’s campus are considered “on-campus” courses.

- a. Undergraduate full-time: 12 units. Therefore, a minimum of 9 units must be on-campus.
- b. Graduate full-time: 9 units. Therefore, a minimum of 6 units must be on-campus.

How many hours are students permitted to work?

SEVIS permits students to work for a certain amount of hours during mandatory and non-mandatory enrollment terms:

- a. During mandatory enrollment terms (Spring & Fall), students are allowed to work no more than 20 hours a week (part-time).

- b. During non-mandatory enrollment terms (Summer), students are allowed to work 40 hours a week (full-time). *Please note that students who engage in full-time CPT for more than 365 days will not be eligible for Optional Practical Training. Please ask DSO for more information regarding this matter.*

Does CPT and the internship class count towards my program completion requirements?

Yes, the internship course counts towards the student's elective requirements. You may engage in CPT as many times as you would like. However, once a student has fulfilled their elective units for his/her respective program, the internship course will no longer count towards his/her program completion.

For more questions about this policy or matters relating to Curricular Practical Training, please contact International American University.

How do I apply for CPT?

Go online to www.iau.la under Admissions tab → Downloads tab → CPT Request Form. Fill out the form, indicate how many units you will be receiving for the course, and collect the necessary documents required. Bring these documents to your DSO. Your DSO will authorize the employment site and give you a new I-20 which will state your work authorization on the third page.

***NOTE:** Students who do NOT receive a CPT I-20 endorsed by their DSO are not eligible to work. Students who choose to work without the proper employment authorization will have their SEVIS record terminated immediately.*

Disclaimer

This Broadcast Message is not a substitute for applicable legal requirements, nor is it itself a rule or a final action by International American University. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.