

## Students attending Marquette on an F-1 Visa

Many students with F-1 visa status, wish to use Curricular Practical Training (CPT) authorization when completing an internship.

### CPT Definition and Hour Limitations

- CPT is defined in the federal regulations to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. It is permission to perform work that is an integral part of an established curriculum.
- F-1 students enrolled in XXXX 3986/4986 internships are limited to working no more than 20 hours per week during an academic term, but may work full-time during the summer term. However, there are limitations to the maximum number of hours a student may work per credit earned (typically 100 hours per credit hour).

### To Apply for CPT

- Refer to the Office of International Education's (OIE) website for information about the government regulations related to CPT and the authorization process.
- Download the "Request for CPT Authorization" form from the OIE website.
- Apply to earn academic credit through the Business Career Center.
- Upon being approved to earn academic credit, meet with the Business Career Center to complete the CPT Authorization form.
- Meet with your OIE advisor for final review and to receive CPT authorization. You will need to bring your completed CPT request form with supporting documentation of earning credit, job description, passport, and current I-20 form.
- Only begin CPT employment **after** CPT has been authorized.

Enrollment in the 3-credit course (XXXX 4986) is required the semester immediately following completion of the 0-credit course (XXXX 3986).

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