<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
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<tbody>
<tr>
<td>What is Curricular Practical Training?</td>
<td>Curricular practical training (CPT) is defined 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. CPT is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year.</td>
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| What is the process to request CPT? What is the INT program process for students applying for CPT?                                                                                                       | 1. Determine if you are eligible to participate in CPT by meeting with the International Services office.  
2. Print the IS-130 Request for Curricular Practical Training Authorization found under “Forms and Documents” on the International Services website  
3. Complete Section 1 of the IS-130 form (CPT start and end dates must match the dates written in the offer letter.)  
4. Print a copy of the offer letter from the hosting company. (See below)  
5. Meet with your faculty or academic advisor to have the IS-130 form signed.  
6. Visit the CCPD to get approved for the INT course. Bring the IS-130 form and offer letter from company. During your meeting with the CCPD advisor, we will review the expectations and requirements of INT 8010.  
7. Enroll in INT 8010 and pay required fees.  
8. Submit IS-130 Request for CPT Authorization to the iStart portal.  
9. Allow 3 business days for the review and processing of your CPT application (You will receive an email when the CPT authorization has been issued.  

The Clemson University Office of International Services has the ultimate authority to approve or not approve the CPT.|
| How long does it take to complete the CPT request process?                                                                                                                                               | The CPT process will require the input of several different people including:  
• Your employer  
• Your academic advisor  
• Center for Career and Professional Development  
• International Services  
Keeping this in mind, you’ll want to plan ahead and give yourself ample time to work through the process. The Office of International Services is the final step in the process. Once all required documentation has been submitted you can expect the review and issuance process to take 3 business days. |
| How can I find out more information and help with CPT?                                                                                                                                                 | If you have additional questions about CPT, you are invited to discuss these questions during CPT Advising at the International Services Office drop in hours offered weekly Monday- Friday 1:00-4:00 PM. Advising is available during these times as a walk-in or phone-in service. |
| What should be included in my offer letter?                                                                                                                                                          | • Printed on company/organization letterhead  
• Ensure the letter has been signed by the company  
• Brief description of job duties  
• Specified work hours per week  
• Stated start and end date (if work date cross over two academic calendars, you will be required to enroll in INT 8010 for two semesters) |