

Curricular Practical Training

Work Authorization for International Students in F-1 Visa Status

International students in F-1 visa status are allowed to work with certain restrictions. United States Citizenship and Immigration Services (USCIS) regulates the various types of employment permission. The office of the International Student Coordinator provides information and advice to students seeking employment permission during their academic programs. Curricular Practical Training is one type of employment available to international students in F-1 visa status if they meet certain requirements.

Definition

Curricular Practical Training work authorization allows international students to participate in internships, cooperative education, or practicums, which are degree requirements. Curricular Practical Training can be granted by an advisor in the office of the International Student Coordinator only with the recommendation of the academic department.

Curricular Practical Training can be granted only if the student will receive academic credit for the work experience. This academic credit must count towards course requirements for graduation. .

Eligibility Requirements

To be considered for Curricular Practical Training, international students must have maintained F-1 student status for one academic year or more and the proposed employment must be an integral part of an established curriculum, in the student's course of study.

- Employment must occur for a specific employer, location and period approved by the DSO.
- Students maintain their F-1 visa status while on Curricular Practical Training since the work occurs as part of the program of study. In other words, you must still take a full course load.
- Curricular Practical Training is not available after graduation.
- Engaging in Curricular Practical Training must not delay completion of studies or graduation.
- Must have an offer of employment from an employer offering Curricular Practical Training.
- International students enrolled in English language training programs are not eligible for Curricular Practical Training.

Part-time vs. Full-time Employment and Enrollment:

Part-time:

- Employment for 20 hours or less per week is considered part-time Curricular Practical Training.
- Students engaging in part-time Curricular Practical Training must be enrolled in a full course of study.

- A maximum of one year increments can be granted for part-time Curricular Practical Training

Full-time:

- Employment for more than 20 hours per week is considered full-time Curricular Practical Training.
- Full-time enrollment is not required for students working full-time with Curricular Practical Training authorization. However, students must enroll in at least one course.
- A maximum of one year increments can be granted for full-time Curricular Practical Training
- The employment authorization will only be issued for the period concurrent with the course chosen for Curricular Practical Training.
- The use of full-time Curricular Practical Training for 12 months or more eliminates eligibility for Optional Practical Training.

To apply, please submit the following materials to THE OFFICE OF THE INTERNATIONAL STUDENT COORDINATOR:

- Departmental recommendation form completed and signed by the academic department
- Your original I-20 document
- Exemption from Full-time Enrollment Form if applicable. Complete and have academic advisor sign.
- Letter from employer indicating name and address of employer, job duties, and dates of employment.

Midlands Technical College

**International Student Office
P.O. Box 2408
Columbia, SC 29202
Phone: 803-738-7811 Fax: 803-790-7515 or 790-7584
international@midlandstech.edu**

Departmental Recommendation Curricular Practical Training

I. To be completed by the student:

Name: _____ MTC ID: _____

Academic Department: _____

Employer Name: _____

Employer Address: _____

Dates of Employment _____ to _____ Hours per Week _____

II. To be completed by the academic department (please attach offer letter).

In what course will the student enroll to earn academic credit for the work experience? (Please note: In order for a student to be eligible for Curricular Practical Training, the employment must be mandatory for a course that will count towards student's degree requirements, be listed in the bulletin of course offerings, and have a faculty member assigned to teach the course.)

Course Name: _____ Course Number: _____

Instructor: _____ Credit Hours Assigned to Course: _____

- How will employment meet the course requirements (attach course description)?
- Semester for which the student will be enrolled in this course (Please note: Enrollment in the course must be concurrent with employment.)

Fall 20__ Spring 20__ Summer 20__

I recommend that this student be granted authorization for Curricular Practical Training.

Name of Academic Advisor: _____ Telephone: _____

Signature: _____ Date: _____

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