CURRICULAR PRACTICAL TRAINING

NOTE: THIS IS NOT THE APPLICATION INSTRUCTIONS.
Students must make an Appointment to discuss Curricular Practical Training
BEFORE making a CPT Application.

Definition and Conditions for CPT

Curricular Practical Training (CPT) is authorization for off-campus employment in a job or other activity that is specifically applicable to your Graduate Center-CUNY Academic Program of study.

CPT must be an activity that is relevant to your Program's Academic Curriculum. It must be an activity which both your Academic Advisor and Program Executive Officer recommend and DESCRIBE HOW it will meet a specific academic requirement or objective, or how it will help you complete required Thesis or Dissertation.

Typical examples of CPT are to: a) facilitate a class project for a class in which you are registered, b) give you a broader perspective of the curricula of your Program, or c) assist you in gathering data for your required research. CPT may also be a teaching position that meets the general GC requirements for your degree, as described in The Graduate Center Bulletin. CPT may be used for an internship or practicum required for your degree Program.

Because CPT must be part of the requirements for your academic program of study, it must be made in relation to a specific Semester Registration, as certified in Banner and by your program’s Executive Officer. Your GC-CUNY academic advisor or mentor must also agree to supervise, discuss, or otherwise advise you on your CPT activity. CPT authorization must be completed in this Office before you may begin any work outside CUNY.

A job whose purpose is solely to provide income does NOT qualify for CPT. The sole purpose of CPT employment MUST be to achieve an academic objective within the requirements of your Degree Program.

CPT is only for temporary employment. If you are considering long term employment, or if you are seeking ways to support yourself while you study, you should consult with an International Student Counselor about other immigration statuses which might be more appropriate for your purpose, and for which you may be eligible to apply.

Eligibility

1. You must have been registered full-time, inside the US, for at least one full academic year preceding the CPT. A student whose Program requires employment in the first year of study at The GC may be eligible for CPT earlier, but you should discuss the Program requirement with an International Student Counselor.

2. You must continue full-time academic registration during CPT to maintain your eligibility.

3. The proposed CPT must meet one of the following requirements:
   a. It must be required of all students in your Program, or
   b. You must receive Academic Recognition for CPT. At The GC, this may be 1) Course or Thesis Registration, 2) Program Recognition for Required Academic Activity, or 3) an Additional Weighted Instructional Unit (WIU).

4. a. Prior to completing all required courses, you are eligible for only part-time CPT (20 hours maximum per week) during the semester. You may be eligible for more than 20 hours per week of CPT during vacation periods.

   b. After completing all required courses for your degree (as certified by The GC), you MAY be eligible for full-time CPT during the semester. You should make an appointment to discuss whether you are eligible for full-time CPT with an International Student Counselor at The Graduate Center Office of International Students.

NOTE: This sheet is only GENERAL INFORMATION. It is NOT the Application Procedure.
Students must make an Appointment BEFORE applying for Curricular Practical Training.