

CPT/CO-OP Procedure

What is it?

Curricular Practical Training, or internship opportunities, are offered through the Department of Career Services and Transfer in room A-123 by doing a CO-OP, or a CO-Operative educational internship. Curricular Practical Training (CPT) is the “immigration” term for an internship. “CO-OP” is the “BCC” term for an internship. It is the same thing. CO-OP is offered to any student that is in a major in which a CO-OP is offered. Those majors are: Accounting, Allied Health, Art, Banking/Credit & Finance, Business, Communications, Journalism, Criminal Justice, Drafting & Design, Economics, Electronics, Environmental Technology, History, Hotel/Restaurant Management, Horticulture, Information Technology, Legal Assistant, Political Science, Psychology, Sociology, Theater, and Wellness & Exercise.

Is This Allowed by Immigration?

Yes, as long as BCC offers a CO-OP in your major, and:

- You must hold F-1 non-immigrant status.
- You must have been a full-time student in the U.S. for one academic year (i.e. two semesters).
- You must currently be enrolled full-time in a degree program and be maintaining legal status.
- **To qualify as CPT, employment must be related to your field of study and appropriate for your level of study.**
- Your CPT employment is valid only for the dates of authorization. Authorization will be granted one semester at a time in order for the employment to be concurrent with your curriculum.
- Curricular Practical Training is authorized as part-time with BCC. Part-time practical training is limited to a maximum of 20 hours per week. If you will work more than 20 hours in any week, you must be authorized for full-time practical training. However, practical training employment is limited to 20 hours per week while school is in session.

Can I get paid for any work that I do through CO-OP?

Yes! If you can find a company that will pay you for your internship work, yes you can get paid.

Procedure:

- In order to do a CO-OP/CPT experience, F-1 students must first go to room A-123 to see a CO-OP Counselor to ensure that they are in a major that offers a CO-OP AND that the student has completed any/all required courses for a CO-OP. If so, the student then must obtain a CO-OP Eligibility Form for F-1 Students.
- The student must bring this form to the International Student Center, for an International Advisor's Signature on Part I of the form. With this signature, the student can then go to A-123 to begin the process of finding a job.
- Once the student finds a job, the student must bring the Eligibility Form back to an International Student Advisor, to fill out Part II of the form, and also bring with him/her a letter of hire from the student's employer. The letter must state when the student will begin work, the position's title, describe what the student will be doing, and when work will terminate. The employment start and end dates should coincide with the start and end of classes for that given semester. The letter should also state the employers "Employer Identification Number, or EIN" number.
- The International Advisor will then enter this information into SEVIS, print off a new I-20 for the student as the employer's information and the CPT must appear on page three of the student's I-20, and also, if needed, give the student a letter to go to the Social Security Administration to acquire a Social Security Card/Number. Please refer to the section regarding Social Security Numbers for further information on this topic. **The student must then register for CO-OP.**