

## CPT Guidelines

### What is CPT?

Curricular Practical Training (CPT) is a benefit allowing NYCDAs' Film and Television Performance Program students on F-1 student visas to work (paid or unpaid) off-campus after their first year of study and when registered for the **THE241 Professional Internships** course.

CPT is defined as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." Source: [8 CFR 214.2(f)(10)(i)].

CPT is available only prior to the completion of the student's degree program and the student must have a job offer related to their field of study (acting) at the time of application. Also, one year or more of full-time CPT (more than 20 hours per week) eliminates students' eligibility to participate in the 12-months of post-completion OPT (optional practical training).

Students must maintain full-time enrollment during their CPT. Full-time enrollment is at least 12 credits.

The full-time enrollment requirement means that most students have to limit their CPT during the academic year to local jobs or to working for their employer remotely, usually on a part-time basis. See full qualifications/requirements below:

### Qualify for CPT:

#### Student Must:

- Be an F-1 student and have completed one full academic year of study at an SEVP-certified school (like **The New York Conservatory for Dramatic Arts**)
- Maintain full-time enrollment at NYCDA for the second year of study aka Film and Television year
- Be registered for **THE241 Professional Internships**
  - F-1 students who transfer into the second year of the Film and Television Performance Program and would like to obtain **THE241 Professional Internship** hours in the U.S. by participating in CPT, must enroll and complete an additional semester following their first year enrolled for studies at NYCDA in order to complete/graduate from the Program and participate in CPT.
- Secure training opportunity located in the United States
- Ensure training relates to their major area of study (acting)
- Get permission from Designated School Official (DSO). DSO needs to authorize CPT in SEVIS and provide student with an updated Form I-20 indicating authorization for the training opportunity, CPT.
  - Student must submit the *Cooperative Agreement* (From NYCDA. To be completed by employer and student before start of employment period)
- Begin curricular practical training (CPT) only after receiving his or her Form I-20 with the DSO endorsement.

Remember: Each employer and/or reported period of employment is a separate CPT authorization (new I-20) and one year or more of full-time (More than 20 hours per week) CPT eliminates students' eligibility to participate in post-completion OPT.