

## 526.0 - Curricular Practical Training Operational Procedure

### Purpose:

Bismarck State College (BSC) ensures compliance with the Code of Federal Regulations pertaining to Curricular Practical Training (CPT) for F-1 international students whose BSC program of study requires a curricular cooperative education/internship, field experience/practicum, field studies, and clinical as a degree requirement.

### Definitions:

Curricular Practical Training (CPT): A training program that is an integral part of the student's program established curriculum. Defined to be an 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." ([8 CFR 214.2\(f\)\(10\)-\(12\)](#)).

Designated School Official (DSO): a regularly employed staff member at a Student and Exchange Visitor Program (SEVP)-certified school, mandated by federal regulations (8 CFR 214.3(l)(1)) to manage F and M student records in SEVIS and act as the school's liaison with the U.S. Department of Homeland Security.

Student and Exchange Visitor Information System (SEVIS): the web-based system that the U.S. Department of Homeland Security (DHS) uses to maintain information on Student and Exchange Visitor Program (SEVP)-certified schools, F-1 and M-1 students who come to the United States to attend those schools, U.S. Department of State-designated Exchange Visitor Program sponsors and J-1 visa Exchange Visitor Program participants.

### Procedure:

#### Submitting a Student Request:

Before a student can begin their training experience, they must request authorization from their campus Designated School Official (DSO).

Students must complete the following steps **at least two weeks prior** to their requested CPT internship/training start date to allow processing time:

- Step 1: Secure an internship, cooperative training, or clinical experience.**
  - The training position must be:
    - 1) Directly related to the student's academic program of study.
    - 2) An integral part of the school's established curriculum for the student's program of study.
  
- Step 2: Complete CPT Student Request Form.**
  - Contact the DSO for this form.



**Step 3: Provide a job offer letter from their internship/training experience supervisor.**

- **The employment letter must:**
  - 1) **Be on company letterhead**
  - 2) **Job Title & Description**
    - Include summary of duties and a job description
  - 3) **Hire date**
    - The exact start and end date of employment
  - 4) **Work hours**
    - How many hours the student is expected to work each week.
  - 5) **Student Contact Information**
    - Student name and legal address
  - 6) **Employer Information**
    - Name of the organization
    - Physical address
    - Supervisor's Name
    - Supervisor's contact information
  - 7) **Employer (Supervisor's) Signature**

**Step 3:** Submit the completed CPT Student Request form and employment offer letter or cooperative agreement to their DSO electronically via email or hand-delivery to the BSC Admissions Office.

**Step 4:** DSO will review the request to determine the student's eligibility for CPT.

**CPT Eligibility Requirements:**

1. The internship/training must be a graduation requirement established as a credit bearing course, as part of the student's BSC degree plan.
  - a. **Resource:** <https://catalog.bismarckstate.edu/>
2. CPT authorization is required **each semester** for any enrolled class coded with the course component:
  - a. **Cooperative Education/Internship**
  - b. **Field Experience/Practicum**
  - c. **Field Studies**
  - d. **Clinical**
3. The Internship must relate to the student's Bismarck State College degree plan at the **'Associate's' degree educational level.**
  - a. *Note: F-1 students are not authorized for sponsorship for Bachelor's degree programs at BSC.*
4. CPT must be authorized for-internships offered both off-campus and on-campus.
  - a. For an unpaid on-campus internship, in addition to CPT authorization from their school designated school official (DSO), students are also required to comply with **BSC Human**



**Resources** by completion of a 'Volunteer Agreement' and a Background Check **prior to beginning the internship.**

- i. Students may contact BSC Human Resources at [bsc.humanresources@bismarckstate.edu](mailto:bsc.humanresources@bismarckstate.edu) or 701-224-5531
5. The student must be enrolled in the degree specific internship course during the term of requested CPT participation. CPT can be repeatable throughout their plan of study, if the course is a graduation requirement to complete their degree.
6. CPT requested start and end work dates must align within the semester class start and end dates for the requested term.
  - a. **Resource:** [BSC Calendar & Deadlines](#)
7. Before the DSO can recommend CPT, the student must receive academic authorization from a BSC academic official who can attest the internship/training is an integral part of the student's BSC program of study curriculum.
  - a. The DSO will approve in collaboration with authorized academic representatives who may include one of the following BSC officials:
    - i. Student's Academic Advisor
    - ii. Director of Student Success-Advising
    - iii. Assistant Academic Dean-who has administrative oversight of academic program.
    - iv. Academic Divisional Dean
8. The student **cannot** start work prior to the authorized CPT start date issued on their Student and Exchange Visitor Information System (SEVIS) record. CPT **cannot** be backdated.
9. All work must cease by the CPT end date.
10. CPT must occur **before** the student's program end date on their Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."
11. CPT **cannot occur after an I-20 extension** unless it is a mandatory degree requirement.
12. For paid internships, prior to beginning employment, students will need to apply for a Social Security Number (SSN) and meet the eligibility requirements designated by the Social Security Administration office.

### **CPT Eligibility Review**

Prior to CPT authorization, the DSO must verify the student has:

- Current lawful maintenance of F-1 status.
- Lawful enrollment on a full-time basis for at least one full academic year.
- Not studying English as a second language.
- Secured a training position in the United States.
  - CPT authorization is not required for internships outside the U.S.  
For example, a summer internship in a student's home country does not need CPT authorization.
- Provided an employment letter or cooperative agreement completed by an authorized official of the organization who has supervisory duties of the student's training experience.



- In good academic standing at Bismarck State College.
  - **Resource:** [Satisfactory Academic Progress](#)
- Enrolled in the CPT curricular course requirement specific to their program of study during the term requested.
- Received academic approval.

### Hours Per Week

When school is in session (**fall and spring terms**), students are expected to maintain a full course of study when CPT is authorized.

The DSO will enter whether the CPT training is for full or part time:

- **Full Time:** More than 20 hours per week
- **Part Time:** 20 hours or less per week.
- **Fall and Spring CPT:** CPT during the school year (fall and spring) will generally only be approved for **part-time**.
  - **Rule Exception:** Full-time CPT when school is in session (fall and spring) will only be authorized in the event a full-time internship, practicum, or clinical educational experience is a curricular requirement to graduate and the full-time internship constitutes full-time enrollment (e.g. 12 credit clinical).
- **Summer CPT:** Students can work CPT full-time (more than 20 hours per week) during the summer term.

Refer to the [Academic Calendar](#) to verify weekly work-hour limits.

**Note:** One year of full-time CPT eliminates a student's eligibility for Optional Practical Training (OPT).

### Notification Process:

#### Approval:

**Step 1:** If approved, CPT will be issued on the student's SEVIS record with the following authorizations:

- Employment Start Date/End Date
- Full Time or Part Time Status
- Employer Name
- Employer Address
- Explanation Employment is Curricular
- Student Remarks

CPT Authorization is for one specific employer and for a specific period of time.

**Step 2:** The DSO will print, endorse, and update a travel signature with the new Form I-20 and send it to the student electronically via email.

**Step 3:** The student must keep a physical record of their Form I-20 with CPT authorization and is expected to have in-hand with them during their first day of employment.

### Denial

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**Step 1:** The DSO will notify the student in writing via email of the decision their CPT request has not been approved and reason for denial. There will not be an appeal process.

**References:**

[8 Code of Federal Regulations \(CFR\) 214.2\(f\)\(10\) and \(f\)\(10\)\(i\)](#)

**History of This Procedure:**

First procedure: May 28<sup>th</sup>, 2026.

Approved by BSC President, Brian Kalk on May 28<sup>th</sup>, 2026.