

BU Wheelock Reference Sheet *Academic Field Programs and CPT Authorization*

I. Intended Audience

This document is intended for the following at BU Wheelock:

- F-1 Visa International students
- Department chairs, program faculty, and academic advisors
- BU Wheelock staff (as reference)

II. About this Document

This document clarifies the BU Wheelock process for F-1 Visa international students in academic field-based courses that require [Curricular Practical Training \(CPT\) Authorization](#). It allows program faculty and academic advisors to ensure that their F-1 Visa students know about CPT Authorization well in advance of field placement and have ample time to address questions with the [International Students and Scholars Office \(ISSO\)](#). As a result, F-1 Visa students will be able to successfully complete the CPT process on time and avoid any delays to their field placement.

Please Note:

- a. **Table in Appendix A** (p. 3): See this chart for academic field-based courses that do and do not require CPT authorization.
- b. **ISSO Advisor to BU Wheelock:** Contact [Chris Moca](#) (for graduate students) or [Sylvia “Sam” Lynch](#) (for undergraduate students) if you have any questions. Use the ISSO [Appointment Scheduling](#) system to schedule a time.
- c. **ISSO Advisor On Call** ([Click Here](#)): Use this option if you need immediate assistance for urgent questions.
- d. **Frequently Asked Questions** ([Click Here](#)): See the *Important Links* section for frequently asked questions from both newly admitted and continuing students.

III. The BU Wheelock Process

Impacted students need a field placement before they can apply for CPT authorization. To avoid delays to the start of field placement, students need to apply for CPT authorization **at least** 2-3 weeks before their placement is scheduled to begin. Impacted students **cannot** be on site unless they have the required CPT authorization. They need to:

- a. Read the ISSO [CPT Authorization](#) page. See the steps in: *Begin Your Request for CPT Authorization*.
- b. Log into the [ISSO Portal for Students](#). Go to the Request Center and initiate a *CPT – Add New* request.
- c. Follow the instructions in the portal. Upload any required documentation, including the [TEMPLATE - Endorsement Letter \(ISSO\)](#) completed by their faculty advisor or field placement coordinator.

****Notes to Student**:**

- i. Have the Endorsement Letter signed and ready to upload **before** you log into the ISSO portal.

- ii. In the portal, under CPT Employment Information, put the field site for Employer Name and the field site supervisor or BU Wheelock program supervisor for Supervisor's Name.
- d. Ask their BU Wheelock faculty advisor, program director, or placement coordinator to approve the request via the automated email from the student's BU email address with subject header: *BU ACADEMIC APPROVAL REQUIRED FOR ISSO PROCESSING*.
 - i. **** Note to Faculty****: The faculty member clicks on the e-form link in the email to review and approve the student's CPT request.
- e. Comply with all additional directives as indicated by the ISSO liaison to BU Wheelock.

IV. Criteria to Determine if CPT Authorization Is Needed

CPT Authorization Is Needed If the Field Placement:

- Is for academic credit in the BU course catalogue
- AND**
- Is required for degree or program completion
- AS WELL AS**
- Involves explicit service to the field site organization

**** See the first column of Appendix A on the next page for fieldwork that meets these criteria. ****

Please Note:

- Students must lawfully be enrolled on a full-time basis in a degree program for one full academic year in F-1 Visa status before they may apply for CPT work authorization.
- Graduate students in F-1 Visa status are exempt from the one full academic year requirement **only if** their graduate program requires immediate participation in academic fieldwork

V. Special Notes

If you are a F-1 Visa student in a field placement listed in Column A on the next page, then:

- You need CPT regardless on campus or off campus field placement
- You need CPT regardless paid or unpaid field placement

If you are **not** F-1 Visa status and need work authorization, then contact [Chris Moca](#) (for graduate students) or [Sylvia "Sam" Lynch](#) (for undergraduate students) in the ISSO.

Appendix A: Field Placements That Do And Do Not Require CPT Authorization

The chart below specifies BU Wheelock field placements that Do and Do Not require Curricular Practical Training (CPT) Authorization. **Please Note:**

- It is derived from the **baseline minimum** for each field program regarding the required level of service and participation during the fieldwork.
- New academic field programs will be included when they become finalized.

Column A: CPT AUTHORIZATION IS REQUIRED	Column B: CPT AUTHORIZATION IS NOT REQUIRED
<ul style="list-style-type: none"> • Applied Human Development internship (major and minor) • Child Life (all) • Counseling (all) • Early Childhood Leadership, Policy, and Advocacy internship • Sports Psychology practicum • Teacher Education practicum • TESOL Non-Licensure: TL613 • Undergraduate Pathway field-based experience 	<ul style="list-style-type: none"> • Courses not tied to academic credit (extra experience for the resume) • Courses that occur at the field site • Methods courses with a field assignment • Miscellaneous: <ul style="list-style-type: none"> ○ ED200, ED413, TL509 • Teacher education pre-practicum

** Certain courses in Column B may be revisited periodically to determine if a change in CPT status is warranted. **