

MIP Curricular Practical Training Policy

Academic Year (Autumn / Winter / Spring)

Please review the following guidelines for enrollment in Curricular Practical Training (CPT) during the academic year (autumn/winter/spring). Summer CPT follows a different set of guidelines so students should use the [summer internship information](#) and coordinate with MIP Career Services.

Course Description

INTLPOL 298: Practical Training

(Formerly IPS 298) Students obtain internship in a relevant research or industrial activity to enhance their professional experience consistent with their degree program and area of concentration. Prior to enrolling, students must get the internship approved by the Master's in International Policy careers and student services teams. At the end of the quarter, a three page final report must be supplied documenting work done and relevance to the degree program. Meets the requirements for Curricular Practical Training for students on F-1 visas. Students are responsible for arranging their own internship. Limited to International Policy (MIP) students only. May be repeated for credit.

Terms: Aut, Win, Spr, Sum | Units: 1-3 | Repeatable for credit

Instructors: Aturupane, C. (PI)

Enrollment Process

Please follow these steps:

1. Review this MIP CPT policy.
2. **International students only:** Discuss with the Bechtel International Center (*see General Policies below for additional information*).
3. Submit the CPT Proposal, which is available under [Student Resources](#) on the MIP website.
 - a. The deadline is the second Friday of the academic quarter in which a student intends to enroll in CPT.
 - b. Be sure to include the official documentation from the internship employer.
4. Pending approval, enroll in course no later than the Final Study List Deadline for the given academic quarter.

General Policies

1. CPT is not permitted during the first two quarters of study, except in the case of financial need or compelling academic rationale. International students on a new visa may only pursue CPT after one full year of study.
2. A student must be in good academic standing to enroll in CPT, which requires a 3.0 cumulative GPA and no outstanding Honor Code or Fundamental Standard violations.
3. MIP considers CPT to be equivalent to an assistantship, and uses University policy as the guideline.
 - a. Students should review Stanford Admin Guide chapter 10.2 on [Graduate Student Employment on Campus](#). The [Graduate Academic Policies and Procedures](#) is another helpful resource.
 - b. The Student Employment Table, which lists the number of hours students can work in a given quarter, is included in this document.
4. A student may apply up to three units of [INTLPOL 298: Practical Training](#) toward the Customized Electives only. CPT courses offered by other degree programs will be included in the maximum number of applicable units.
 - a. Coterm, joint, or dual degree students may be able to apply these units towards exemptions. Approval from MIP is required.
5. International students are required to consult with the Bechtel International Center (Bechtel) on internship details and CPT requirements and implications. Accordingly, they are responsible for adhering to CPT guidance from Bechtel and [CPT policy](#) set by the U.S. Department of Homeland Security.
 - a. [Bechtel CPT Website](#)
 - b. [Instructions for CPT Application](#)
6. Any exception to the CPT policy requires a clear academic rationale and program approval.
 - a. The student is responsible for submitting a petition to the instructor and MIP Assistant Director at least one week prior to the Final Study List Deadline for the given quarter.

Funding-specific Policies

A fellowship or assistantship, along with one's visa status, may impact the number of hours that a student is permitted to work. See the table at the end of this document for details.

Students with full funding

A 'full fellowship' is defined as one that provides the same amount of support as a 50% assistantship, at the minimum salary level established by Stanford University and providing the equivalent level of tuition support. See the [Salary & TAL Tables](#) for specific amounts.

Work Commitment

Any student who has a full fellowship must adhere to [policies](#) set and governed by Stanford University.

- CPT eligibility may depend on fellowship funding source requirements or restrictions, and the student has responsibility to clarify internship work permissibility with the funding source.
- There is a 10-hour per week cap on CPT work.

A fully funded student who performs up to 10 hours per week of CPT in a given quarter may enroll in either of the full-time tuition rates (8-10 or 11-18 units).

Students without funding or with partial funding

Work Commitment

A student may work up to a maximum of 20 hours per week. The 20-hour per week cap includes CPT, an assistantship(s), and hourly employment. Please note the following exception:

- U.S. students may work up to an additional eight hours in an hourly position for a total of 28 hours per week.

Enrollment

A student who performs 17-20 hours per week of CPT in a given quarter may enroll in a maximum of 10 units plus 1-3 units of CPT (INTLPOL 298: Practical Training). Therefore, the maximum total number of units would be 13.

A student who performs 5-16 hours of CPT per week with no additional work commitment in a given quarter may enroll in either of the full-time tuition rates (8-10 units or 11-18 units).

Student Employment Table

Table 1: Maximum Number of Hours of Hourly Employment Permitted per Week

Funding source or the student's academic department/program may impose stricter limits.

Footnotes describe the related limitations on enrollment.

STUDENT STATUS	FUNDING STATUS			
	50% ASSISTANTSHIP ¹	ASSISTANTSHIP BETWEEN 10- 40%	FULL FELLOWSHIP	NO OTHER GRADUATE FUNDING
ACADEMIC YEAR (ENROLLED STUDENTS)				
U.S. Citizen or Legal Permanent Resident	8 hours	28 hours minus hours of assistantship	8 hours or 25% assistantship, but not both	28 hours
F-1 or J-1 student Visa holders	0 hours	20 hours minus hours of assistantship	8 hours or 25% assistantship, but not both	20 hours
SUMMER (ENROLLED STUDENTS)				
U.S. Citizen or Legal Permanent Resident; F-1 or J-1 student Visa holders (unless Visa requires full-time enrollment)	16 hours	36 hours minus hours of assistantship ²	16 hours or 50% assistantship, but not both	36 hours. ³
F-1 or J-1 student Visa holders	0 hours	20 hours minus hours of assistantship	16 hours or 50% assistantship, but not both	20 hours
BREAK AND NON-ENROLLMENT PERIODS				
U.S. student	No university limits - See Section 2.b. above			
F-1 or J-1 student Visa holders	No university limits - See Section 2.b. above			

¹ Students with a 50% assistantship are limited to 10 units, TGR, or graduation quarter enrollment.

² In summer, students are expected to reduce enrollment below full-time status if they accept an assistantship of more than 50%, or they accept a combination of assistantship and hourly work that total more than 28 hours per week.

³ More than 36 hours requires hiring as a Contingent (Casual or Temporary) employee through Human Resources and non-enrollment. Enrolled students cannot work more than 36 hours.

<https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-2>