KSI is pleased to announce that students who have previously completed OPT under the Masters quota are now eligible to enroll for **FULL TIME CPT beginning Spring 2016.**

**ELIGIBILITY**

- Students that have completed OPT at a previous school under a Master’s Degree program are eligible to request FULL-TIME CPT while maintaining their full time student status (18 credit hours per year).
- Current KSI students must be making progress towards their degree completion and must remain in good academic standing (following attendance and grading policies).
- Place of employment must be in the State of Illinois.
- Job offers must be directly related to your program of study – Computer and Information Sciences.

**APPLICATION PROCEDURES**

- Submission of evidence of your previously completed OPT (OPT I-20 from your previous school)
- Enrollment in CIS600 Applied CIS Practicum
  - Each semester that you are engaged in full-time employment, you must register for CIS600.
- Submission of a CPT Application Form
- Submission of a Cooperative Agreement Form
- Submission of an official and original hiring letter endorsed by an HR representative or Manager on the company's official letter head

**FULL-TIME CPT DETAILS**

- Full-time CPT is defined as working or interning over 20 hours per week.
- Students must attend a CIS600A Seminar once per month. This seminar will be conducted onsite. The schedule for this seminar will be emailed to students at the beginning of the semester.
  - This seminar will cover ethics in the workplace, writing assignments of your experience in the workplace, and its relation to your major at KSI.
  - Failing to attend the seminar will result in full-time CPT being revoked.
- Students that do not maintain their full-time status (completion of 18 credits per year), due to failing a class, are not eligible for full-time CPT.

**OTHER DETAILS**

- If you change your employer and seek full-time CPT elsewhere, you must resubmit all of the required CPT documentation along with an Employment Termination letter from your current employer reflecting your last day of employment with the company.