

INTERNATIONAL STUDENTS

CURRICULAR PRACTICAL TRAINING APPLICATION

Curricular Practical Training (CPT) Rules and Procedures

Definition

CPT is employment authorization for ‘**an integral part of an established curriculum and must be directly related to the student’s major area of study.**’ It may be defined as: alternative work/study, internship, cooperative education (Co-Op) or other type of internship or practicum (required or optional).

PLEASE NOTE: All students **must** enroll in and complete the academic department’s designated internship course for which CPT employment authorization is granted during the term the internship is served. Example: Graduate Professional Practice for technology students or Engineering Internship for engineering students

Eligibility

To be eligible for Curricular Practical Training (CPT), you must:

- **Be a degree-seeking F-1 Student.** English Language Program (ELP) students are not eligible for CPT.
- **Have completed at least one academic year** (a fall **and** a spring semester) **in your current degree program.** The summer session does not count toward one academic year. If your degree program requires employment authorization before you have met the academic year requirement, please see an Immigration Advisor.
- **Be in good academic standing**
- **Be continually enrolled in adequate medical and auto insurance (if you have a driver’s license)**

Example

An example of CPT would be a graduate student engaging in research that is part of a thesis or dissertation. The research should involve innovative technology available only at a particular corporation/research facility, or it should involve collecting data essential for completion of a thesis or dissertation.

Application Procedures

Provide a copy of the following documents with your CPT application:

1. Valid passport
2. Curricular Practical Training Application form **completed** by the Academic Advisor, Graduate Coordinator, Department Head, or Dean
3. A job offer from your prospective employer on company letterhead (includes company’s full name and address) which indicates in the body of the letter:
 - a. The EXACT number of work hours per week
 - i. part time (up to 20 hours per week)
 - ii. full time (more than 20 hours per week)

- b. The location (street address) where you will complete the work, telephone and email, if different from the company's headquarters
 - c. The beginning and ending dates of employment
 - d. The title of your position and the job description for your CPT experience; The description should state how your duties will supplement knowledge you have gained or will gain in courses so that your academic department can approve this as an academically appropriate experience for you to accept.
4. A statement of explanation showing how your program of study requires the internship or curriculum experience to complete degree requirements (such as providing the degree requirements from the academic catalog) or how it is an integral part of the academic program; Provide this explanation with the other documents in order for it to be reviewed by your academic department.
 5. **Graduate students:** Copy of your plan of study (preliminary or approved) showing the courses required to obtain your degree

Maintaining status during CPT

While you are completing authorized CPT, you must maintain your lawful status each semester. This includes:

- Reporting address or telephone number changes to the DSO within 10 days
- Enrolling in a minimum of 1 credit hour in the academic department's designated internship course or integral curriculum experience for which CPT employment authorization is granted (NOTE: Your department may require enrollment in more than one hour.)
 - Part time CPT: A full course of study is required. At least 1 credit hour of the total course load is for the CPT course. (Summer session, please use adjacent Spring coursework, if necessary)
 - Full time CPT: **Enrolling in no more than 3 credit hours coursework** along with 1 credit hour for the CPT course that will be listed on the student transcript (Summer session, please use adjacent Spring coursework, if necessary)
- Be continually enrolled in adequate medical and auto insurance (if you have a driver's license)

Authorization by DSO

The DSO (Designated Service Officer) authorizes CPT after verification that a student meets the eligibility requirements for CPT, has an appropriate job offer, and has enrolled in a class requiring employment. The DSO gives the authorization on the second page of the I-20; no Employment Authorization Document from the US Citizenship and Immigration Services is required.

Requesting Changes after CPT Authorization

CPT is approved for a specific employer, location of employment and time period. You must request approval for any of the following changes two weeks before extending your current CPT end date: working at a different location or for a new employer. Completing new forms and obtaining new authorization is necessary.

Effect on Optional Practical Training (OPT)

Please note that F-1 students with 365 days (12 months) or more of full-time CPT are not eligible for Optional Practical Training (OPT).

STUDENT INFORMATION (TO BE COMPLETED BY THE STUDENT)

Name _____ Student ID # _____

Major _____ Date of Birth (mm/dd/yyyy) _____

Degree level: Bachelor Master

Do you work on campus? Yes No If yes, how many hours? _____

Email: _____ Phone: _____

Student's statement of explanation. Show how your program of study requires the internship or curriculum experience to complete degree requirements (such as providing the degree requirements from the academic catalog) or how it is an integral part of the academic program. Explain how the practical experience gained through the internship will supplement the theoretical and/or applied knowledge you have learned or will learn in specific courses. Include the course numbers and titles.

I have read and will follow each rule and procedure of the CPT Student Certification. I also certify that all of the information contained in this application is correct.

Student's signature: _____ Date: _____

Student Certification: Please verify the accuracy of the student information section of this application.

Read each item below carefully and print, sign and date this certification. Request a copy when you submit this application and supporting documents to the International Students and Scholars Services Office. It will serve as your reminder of the rules and procedures to follow during CPT.

1. To be eligible to apply for CPT, I must have completed one academic year in lawful F-1 status unless my degree program requires immediate participation of all students in a training program.
2. I am in good academic standing to continue my program of study.
3. I am required to enroll in and complete the specific course in my major department that is related to the CPT and for which CPT employment authorization will be granted.
4. To make any changes to the employer, location or date of my CPT, I will request new approval from my academic advisor, department head or graduate coordinator, and DSO at least two weeks in advance.
5. I will notify the DSO within 10 days if my address changes.
6. Part time employment is up to 20 hours per week. If authorized for part time CPT, I will enroll in a full course of study, including the CPT course. (undergraduates = 12 credit hours; graduates = 9 credit hours).
7. I understand that if I work on campus and have part time CPT, I cannot work more than 19.5 hours per week in total between both my internship site and campus.
8. Full time employment is more than 20 hours per week. If authorized for full time CPT, I will enroll in the CPT course and may enroll in no more than three additional credit hours. I cannot work on campus and have full time CPT.
9. *Graduate students only:* I have submitted a plan of study (preliminary or approved) showing the courses required to obtain my degree.
10. Should I engage in 365 days or more of full time CPT, I understand that I will no longer be eligible to apply for Optional Practical Training (OPT).
11. I understand that beginning CPT without DSO approval and the notation on the third page of my I-20 is a violation of the U.S. immigration regulations. This action could harm my lawful F-1 status in the U.S.
12. I understand that my CPT application may not be recommended by my academic department or authorized by the DSO upon each office's review.

I have read, understand, and will follow each rule and procedure of this CPT Student Certification.

Student's signature:

Student's printed name:

Date:

CURRICULAR PRACTICAL TRAINING INFORMATION (TO BE COMPLETED BY THE DEPARTMENT ONLY)

The student listed above wishes to apply for Curricular Practical Training (CPT). CPT is authorization for employment that is an **INTEGRAL part of an established curriculum and is DIRECTLY related to the student's major area of study.** CPT is not meant to facilitate employment opportunities for individual F-1 students, rather it must be for an academic purpose. Therefore, we ask that you complete the following information to help us determine whether the proposed program meets the immigration requirements for CPT employment authorization. If you have any questions, call us at 552-2610.

Please check whether the proposed Curricular Practical Training is a curriculum requirement or an integral part of an established curriculum in the student's major field of study. The training does not satisfy the immigration regulations if it is neither a curriculum requirement nor an integral part of the academic program.

 Yes, it is a curriculum requirement to complete the degree program. (ie – internship course. Note: Additional fees may be applicable) The student has submitted sufficient documentation to support this statement.

Course number	Course title	Credit hours
Term of enrollment	Anticipated graduation date (mm/dd/yyyy)	

 Yes, it is an integral part of the student's academic program. The practical experience gained will supplement the theoretical and/or applied knowledge instructed or to be instructed in the student's courses. The student has submitted sufficient documentation to support this statement in the statement of explanation or in the company's offer letter.

Course number	Course title	Credit hours
Term of enrollment	Anticipated graduation date (mm/dd/yyyy)	

 No, the academic department does not approve this as a curriculum requirement or as an integral part of the academic program.

CPT information: CPT beginning date ___/___/___ CPT end date ___/___/___

Hours of training per week: ___ Part time (up to 20 hours /week)
 ___ Full time (more than 20 hours/week)

Adequate job description provided in offer letter: ___ Yes ___ No

Company name: _____

Address: _____
 Number and street City State Zip Code

Check all of the following that apply:

_____ Student's thesis or directed project research requires this employment to collect data essential to thesis or project completion. **The Department must verify that the CPT is REQUIRED to complete degree and why anything more than Part-Time CPT is required. Student must be enrolled in SEPARATE CPT Coursework other than the Directed Project.**

_____ Student's thesis involves innovative technology available only at this particular corporation/research facility.

_____ **Graduate students only:** This student has submitted the approved plan of study (preliminary or approved) showing the number of courses required to obtain the degree with this application.

DEPARTMENTAL APPROVAL

*I have reviewed the student's proposed CPT experience and recommend its authorization by the International Students and Scholars Office. I verify the student meets all eligibility criteria as per the **CPT Rules and Procedures pages**, and I understand that I may be consulted before the DSO issues a final decision.*

Primary Academic Advisor's signature: _____ Date: _____

Printed name and title: _____ Phone: _____

Department Head's signature: _____ Date: _____

Printed name and title: _____ Phone: _____