

Curricular Practical Training

Curricular Practical Training (CPT) is a benefit of F-1 status which allows F-1 degree seeking students the opportunity for employment or training which is temporary and directly related to the student's academic curriculum per USCIS regulation **8 CFR 214.2(f)(10)(i)**:

(i) Curricular practical training. *An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an **integral** part of an established curriculum. Curricular practical training is defined to be 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. Students who have received 365 days or more of full-time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.*

In some cases, the employment/training may be full-time and off campus. Prior to beginning employment/training, the student must receive permission from the Office of Immigration and a new I-20 noting the details of the CPT approval.

Although CPT cases are reviewed on an individual basis by the Office of Immigration, there are a few guidelines to keep in mind when considering CPT. CPT employment/training can be approved only while a student is pursuing a degree. Once the student has completed all program requirements, he/she is no longer eligible for CPT. A program extension may not be requested for the sole purpose of engaging in CPT. Curricular Practical Training is for specific offers of employment. Thus, a job offer is required before the case may be approved.

Pre-Requirements for making application:

- Maintain F-1 status for one academic year (two semesters)*
- Possess a valid passport

*Graduate students enrolled in a program that **requires** immediate participation in an internship may apply at any time.

Full-time and part-time CPT

- Full-time CPT = more than 20 hours per week
- Part-time CPT= 20 hours or less per week.

The student must be simultaneously enrolled for sufficient credit hours to maintain lawful F-1 status. The cumulative use of full-time CPT for 365 days or more voids a student's eligibility for any Optional Practical Training (OPT). Part-time CPT does not affect a student's eligibility for OPT.

Eligibility Requirements:

To meet the requirements for curricular practical training, the employment/training must be:

- related to student's field of study
- appropriate to student's degree level
- an integral part of student's degree program
- required by student's degree program, carry course credit, or be essential for gathering research for the student's thesis/dissertation

CPT Application Required Documents:

- Student Request Form
- Copy of current I-20
- Letter from employer including job title, dates of employment, number of work hours per week, location of employment and brief description of duties to be performed
- Curricular Practical Training Recommendation Form completed by student's academic advisor and department chair

***Students on assistantship are not allowed to participate in CPT and maintain their assistantship. Students will need to speak with their departments regarding this matter when discussing CPT. If your assistantship is cancelled, new financial documents must be provided to the Office of Immigration before CPT will be approved.**

CPT Student Request Form

Student Name: _____

Jag Number: _____

Email: _____ Phone #: _____

Please check one: I request authorization for _____ part-time (20 hours or less per week) or _____ full-time (more than 20 hours per week) for Curricular Practical Training at:

(Name of company or organization)

(Street Address)

(City, State and Zip Code)

(Supervisor's Name, Title, and Phone Number)

Start date of employment/training _____ End date of employment/training _____

I understand that CPT shall be used only to fulfill curricular requirements and **NOT** to gain general experience. Additionally, I understand that I may begin work/training only after I have received an updated Form I-20 from the Office of Immigration with a CPT begin date. The updated Form I-20 will have my employment/training information posted on page two. Based on page two I may only work for the company or organization listed and for the hours (part-time or full-time) specified.

If the need for CPT is based on enrollment in a course, I will enroll in _____ (list course name) for _____ (list semester). Any changes must be reported to the Office of Immigration and updated on my form I- 20 before I continue employment/training.

Signature

Date

Jag ID #

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

CPT Recommended for: _____
(Name of Student)

Company/Organization Name: _____ Number of hours to be worked/trained per week: _____

Has the student finished all degree requirements? _____ Expected completion date of degree requirements: _____

I recommend authorization for the following time-period: from _____ to _____. (The time period may not exceed one semester)

My recommendation is based on the following (check only one):

_____ (Category 1) This experience is required of all students in this degree and major field of study.

_____ (Category 2) This experience is part of the regular requirement for a course. The student is currently registered for this course.

Course number	Name of course	Semester hours
_____	_____	_____

_____ (Category 3) This experience is to gather data for required thesis or dissertation research; the work experience is an essential part of the research project; the research would not be possible without engaging in CPT-employment. CPT is not intended as an avenue for gaining "general experience". As such the duration of the research-focused CPT is to be limited to the time required to meet the particular research requirement.

_____ (Category 4) Clinical hours, rotations, practicum etc. are required for course or degree completion.

How does the CPT meet the academic objective of this student's program and how will progress be monitored? Attach letter if more room is needed.

Signature of academic advisor: _____ Date: _____

Printed name: _____ Department Name: _____

Please return completed form to the Office of Immigration