

## Curricular Practical Training

Revised 11/15

Curricular Practical Training (CPT) is a benefit of F-1 status which allows F-1 degree seeking students the opportunity for employment which is temporary and directly related to the student's academic curriculum. [8CFR 214.2(f)(10)(i)] In some cases, the employment may be full time and off campus. Prior to beginning employment, the student must receive permission from the Designated School Official in the Office of International Programs and a new I-20 noting the details of the CPT approval.

Although CPT cases are reviewed on an individual basis by the International Programs Advisor, there are a few guidelines to keep in mind when considering CPT. CPT Employment 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**

CPT can be authorized for full-time employment, more than 20 hours per week, or part-time employment, 20 or fewer hours per week, however, the student must be simultaneously enrolled for sufficient credit hours to maintain lawful F-1 status. The cumulative use of full-time CPT for twelve months or more negates a student's eligibility for any 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 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 or 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 OIP before CPT will be approved.



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## CPT Student Request Form

Student Name \_\_\_\_\_

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

\_\_\_\_\_  
(Name of company or organization)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, state and zip code)

from \_\_\_\_\_ to \_\_\_\_\_. 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 only after I have received an updated form I-20 from OIP with a CPT begin date. The updated form I-20 will have my employment information posted on page three. Based on page three I may only work for the employer 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 the (course name/number) \_\_\_\_\_ for the \_\_\_\_\_ semester.** Any changes must be reported to OIP and updated on my form I-20 before I continue employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID No.

\_\_\_\_\_  
Email



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## **CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM** TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIR

**Please return completed form to The Office of International Programs**

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**Please print or type.**

CPT Recommended for: \_\_\_\_\_  
(Name of Student)

Name of Company where services will be performed: \_\_\_\_\_

Number of Hours to be worked per week: \_\_\_\_\_ Has the student finished all program 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
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\_\_\_\_\_ (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.

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 advisor or chair: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Department Name: \_\_\_\_\_