Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school" (8 CFR 214.2(f)(10)(i). CPT is only available prior to the completion of a degree program and you must have an offer from the employer at the time of application. CPT employment must not delay completion of the academic program.

PART TIME VS. FULL-TIME/REQUIRED VS. NON-REQUIRED CPT
There are two types of CPT, required by the academic program and non-required. For required CPT, the academic program mandates practical work experience in the field of study to graduate. For non-required CPT, the practical work experience is for credit and directly related to your field of study.

A student may engage in part- or full-time CPT; but, must maintain the appropriate course enrollment and advisor approvals during the CPT authorization period.

If a student must engage in multiple instances of CPT, each specific period of time must be authorized and documented by the academic department, employer, and the International Student and Scholar Services office.

TIME LIMITS
CPT can be authorized for part-time employment, 20 or fewer hours per week, or full-time employment, 20 or more hours per week. The student must be simultaneously be enrolled for the sufficient number of credit hours to maintain their F-1 status. CPT periods can be extended or shortened, based upon proper documentation, as needed.

If a student meets a cumulative total of twelve (12) months of CPT, the option to participate in Optional Practical Training (OPT) will be invalidated.

ELIGIBILITY REQUIREMENTS
To meet the requirements for Curricular Practical Training, the employment must be:
- Related to the student’s field of study
- Appropriate to student’s degree level
- Integral to student’s degree program
- Required by the degree program, carry course credit or be essential for gathering research for the student’s thesis/dissertation

Additionally, the student must have:
- Maintained F-1 status for one academic year (two semesters)
- Valid passport
ELIGIBILITY REQUIREMENTS (Continued)

- Valid I-20
- Job Offer Letter
  - Job offer letter must contain the following information:
    - Job title
    - Dates of employment
    - Number of work hours per week
    - Location of employment
    - Brief description of duties to be performed
    - Supervisor name and contact information
  - Job offer letter must be on letterhead with company's physical location

NOTE
If the job offer letter does not contain all the information listed, your application for CPT cannot be processed.

Students cannot begin working through CPT until they have received a new SEVIS I-20 that records the CPT.
CURRICULAR PRACTICAL TRAINING
STUDENT REQUEST FORM

Family Name: _________________________________

First (Given) Name: __________________________

Student ID: ___________________________ Major: _________________________________

Level: ☐ Bachelor’s ☐ Master’s ☐ Doctorate

Requested Start Date: ____________________________ Requested End Date: __________________________

I request authorization for Curricular Practical Training for: Part-time (20 hours or less) ☐ Full-time (more than 20 hours) ☐

Do you have an on-campus position or assistantship ☐ Yes: ____ hours per week ☐ No

Please Note: The combined total of hours worked per week should not exceed 20; however, requests can be reviewed on a case-by-case basis.

CURRICULAR PRACTICAL TRAINING AGREEMENT
I understand I am responsible for the following should my CPT request be approved:
• Maintain full-time enrollment
• Enrollment in coursework mandating CPT during the period of authorized work
• Report any changes in the terms or duration of my employment to the International Student and Scholar Services office

I understand the following statements:
• CPT is temporary and should only be used to fulfill curricular requirements
• Work can begin only after CPT authorization and receipt of updated I-20
• If I have made false statements in this request or do not fulfill any responsibilities listed above, ISSS must cancel my CPT authorization

By signing below, I acknowledge I have carefully read and understood the CPT forms and instructions. I have carefully reviewed my application and certify all information to be true and correct.

Signature ___________________________ Date ___________________________
Curricular Practical Training (CPT) is a benefit of F-1 status, which allows degree-seeking students to obtain temporary employment directly related to the student’s academic curriculum. [8CFR214.2(f)(10)(i)] These employment opportunities can include full-time and off-campus options. Prior to beginning employment, students must receive permission from International Student and Scholar Services and an updated I-20 authorizing the employment with details of the approval.

CPT RECOMMENDATION

Family Name: ____________________________________________________________

First (Given) Name: _______________________________________________________

Student ID: __________________________________________________________________________

Has the student finished all program requirements? Yes □ No □

Expected completion date of degree requirements: _____________________________

SELECT ONE OPTION

□ Option 1: Student is enrolling in internship, practicum, independent study or problems course.
Course number and title: _________________________________________________________

How is the internship or employment an integral part of the established curriculum of the academic program?

□ Option 2: Student is enrolling in research credit.
Course number and title: _________________________________________________________

Research credit hours may be used for graduate students whose off-campus employment will provide data for their thesis/dissertation or project. The research would not be possible without engaging in CPT employment.

Signature: ______________________________________________________________________

Date: __________________________________________________________________________

Printed Name: __________________________________________________________________

Department Name: ________________________________________________________________