

## F-1 Curricular Practical Training (CPT)

### General Information

U.S. Citizenship and Immigration Services (USCIS) defines Curricular Practical Training (CPT) 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 available only prior to the completion of your degree program and you must have a job offer at the time of application.

### Eligibility Requirements

To be eligible for Curricular Practical Training, you must:

- *have been lawfully enrolled on a full-time basis for one full academic year;*
- *currently be maintaining a full-time program of study and valid F-1 status; and,*
- *have a job offer.*

### Types of CPT

CPT is available in the following cases:

- *required part of program- the program requires employment in the field of study to graduate.*
- *non-required part of program- the practical experience is for credit and directly related to your field of study. You must be enrolled for the course while engaging in this type of CPT.*

### Part-time vs. Full-time CPT

- *Part-time CPT:* Employment for 20 hours or less per week is considered “part-time” CPT. You must be simultaneously enrolled full-time in order to maintain lawful F-1 status.
- *Full-time CPT:* Employment for more than 20 hours per week is considered “full-time” CPT. Students can only participate in full-time CPT during the summer term. Please be aware that 12 months or more of full-time CPT will cancel your eligibility for Optional Practical Training (OPT).

### Application Process

Contact the college’s Designated School Official (DSO) for an appointment. Bring the following:

- ***Faculty Advisor’s Recommendation Form For Curricular Practical Training*** (a copy of the form is attached to this document).
- ***Offer letter from employer on their official letterhead stating:***
  1. *The starting and ending dates of the placement.*
  2. *The number of hours per week (maximum of 20 for part-time CPT).*
  3. *A brief description of duties to be performed.*
- ***Proof that you have registered and paid for the internship course.***



**FACULTY ADVISOR'S RECOMMENDATION FORM FOR CURRICULAR PRACTICAL TRAINING (FOR F-1 INTERNATIONAL STUDENTS)**

*The information requested is needed to comply with U.S. Citizenship and Immigration Services (USCIS) regulations.*

CPT is employment that is an integral part of an established curriculum. It is defined to be alternative work/study, internship, or cooperative education arranged with the approval of your program, or any type of required internship or practicum that is offered by sponsoring employers through cooperative agreements.

CPT may take place during the academic year and/or in the summer session/s and MUST be undertaken prior to the completion of a course of study.

**Student Completes this Section**

Last Name *(Please Print)*: \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Undergraduate: \_\_\_\_\_ Graduate: \_\_\_\_\_ Major: \_\_\_\_\_

**Previous Periods of Practical Training:**

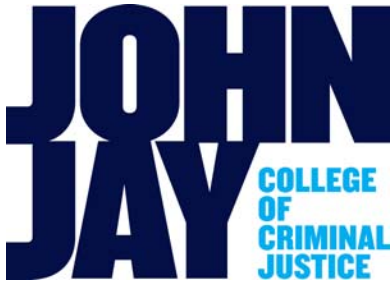
Curricular Practical Training Company Name	Part-time or Full-time	Dates of CPT

Dates of Proposed Curricular Practical Training: From \_\_\_\_\_ To \_\_\_\_\_  
**(Please note: these dates must match the dates on the employer's offer letter)**

This training will be: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ *(20 hours of work per week or less)*  
*(Please indicate the total number of hours per week):* \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer Mailing Address: \_\_\_\_\_



**Faculty Advisor Completes This Section**

I anticipate that this student will complete all the requirements for their current program of study on or about: Fall: \_\_\_\_\_ Winter: \_\_\_\_\_ Spring: \_\_\_\_\_

Summer: \_\_\_\_\_ (Session 1) \_\_\_\_\_ (Session 2) \_\_\_\_\_

Please provide a brief explanation on why this particular Curricular Practical Training experience is integral to the student’s academic program. How will this experience enhance the student’s studies?  
**(Please Note: this information will be entered into the student’s SEVIS record)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the Curricular Practical Training experience described above and in the employer’s offer letter is recommended for this student.

This Curricular Practical Training experience is: \_\_\_\_\_ a required part of the degree program.

\_\_\_\_\_ not required by the degree program but recommended for this student.

Internship course that the student is expected to register for:

\_\_\_\_\_

Faculty’s Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_