Curricular Practical Training (CPT) Application

**What is Curricular Practical Training (CPT)?**
F-1 regulations define Curricular Practical Training as “alternate 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 university.” An International Student Advisor must authorize an F-1 student to participate in a curricular practical training program.

**CPT Eligibility**
If you are currently in F-1 status and have, at a minimum, been enrolled as a full-time student during the academic year previous to the request, you may be eligible for CPT. Graduate students in programs that require immediate participation in a work experience program are exempt from the academic year full-time enrollment requirement. Students not pursuing a formal degree program (e.g., ALCC and Exchange Students) are ineligible for CPT.

**Types of CPT**
- Required Curricular Practical Training is an internship or practicum that you must complete to earn your degree.
- For-Credit Curricular Practical Training allows you to earn academic credit toward your degree requirements in a job that is related to your field of study. It may be a required part of your degree program or an elective.
  (You must work with your Academic Advisor/Major Professor in designing a research project that you complete as part of the curricular practical training.)

**CPT Application Process**
- Student and Academic Advisor or Major Professor complete Curricular Practical Training (CPT) Application and submit to ISSS.
- Employer complete Employer CPT form and submit to ISSS.

If the proposed activity meets the requirements for Curricular Practical Training and you are otherwise eligible, ISSS will produce a new I-20, which will indicate your work authorization on page three.

**Employment Restrictions**
- **Part-time:** Most students are eligible for part-time CPT or employment for 20 hours or less per week.
- **Full-time:** Students may be eligible for full-time CPT or employment for more than 20 hours per week. Undergraduate and graduate students with coursework remaining can only participate in full-time CPT during official university breaks (summer, spring and winter breaks). Students may be eligible to do full-time CPT during the regular semester if all coursework, including seminars, is completed.

If you are planning to work on-campus at the same time you are authorized for CPT, please consult with an International Student Advisor.

Because of its unique relationship with the curriculum, there is no limit to the total (aggregate) time CPT may be authorized. However, CPT authorization is on a semester-by-semester basis.

**Affects on Optional Practical Training (OPT)**
If you have been authorized (in total) for one year or more of full-time Curricular Practical Training, you do not have any remaining Optional Practical Training (OPT) eligibility. Full-time CPT that has not met (or surpassed) the one year mark does not affect your eligibility for authorization of OPT. Part-time CPT currently does not affect your OPT eligibility.
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**Note to Academic Advisor:** Please fill out this form in its entirety, as all information is required to provide legal work authorization for student. 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.”

Name of Student: ___________________________________________________________

T-Number or SEVIS ID or Date of Birth: __________________________________________

Current U.S. Address: _________________________________________________________

Student’s Email: ____________________________ Student’s Major: ________________

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**To be completed by the Academic Advisor or Major Professor:**

The above named student qualifies* for Curricular Practical Training (CPT) based on the following (indicate one):

- An academic internship is required of all students in this program in order to graduate.
- An academic internship has been approved as an elective option in this program and fulfills an elective program requirement or will be taken in addition to program requirements.
- Work experience gained from this internship is integral to the student’s thesis and the student is registered for the appropriate thesis research course.

*One of the above qualifiers must be met in order for CPT to be authorized. Please note, if CPT cannot be authorized based on lack of appropriate qualifier, the student does have another option for work permission in his/her field. Contact ISSS for additional information of alternative work permissions.

Academic Department: _____________________________________________________________________

Student is registered for course # __________________ during the _________________ semester & will earn ____________ credits to meet the CPT eligibility requirements.

Number of hours student will work per week: _______________: ☐ Full time or ☐ Part time.

The Department ☐ does or ☐ does not consider registering for this course a full-time academic course load during _____ Fall semester, _______ Spring semester, or _______ Summer semester of 20____(year).

Name of Cooperating Employer: _______________________________________________________

Dates of Employment: Start date: __________________________ End date: __________________________

(End dates from Advisor and Employer need to match.)

Advisor/Major Professor Name __________________________ Signature __________________________ Date __________________________

Please return this completed form to the student. Student will submit to International Student & Scholar Services for processing.
Form to be completed by the Employer

Note to Employer: Please fill out this form in its entirety, as all information is required to provide legal work authorization for student. 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.”

Name of Student: ___________________________________________________________ Family/Last Name First Name

Name of Company: ___________________________________________________________

Company Address: ___________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of Supervisor: _______________________________________________________  

Email: ____________________________  Phone: ____________________________

Dates of Employment: Start date: __________________________ End date: __________________________  

(Dates from Advisor and Employer need to match.)

Number of hours student will work per week: ____________  ☐ Full time or ☐ Part time

Employment will be: ☐ Paid or ☐ Unpaid

Position Title: __________________________________________________________________

Brief Position Description:

The company will be cooperating with the school in achieving the curricular purposes of the employment/training.

________________________  ____________________________  ____________________________
Employer Name printed Signature Date

If different contact than above please provide the following:

Title: ____________________________________________________________

Email: ____________________________  Phone: ____________________________

Please return this completed form and attached position description to the student. Student will submit to International Student & Scholar Services for processing.