



Curricular Practical Training (CPT) for F-1 students is intended to provide hands-on, practical experience (paid or unpaid) that serves as a fundamental part of an established academic curriculum and is intrinsically linked to the student's major area of study. The goal of CPT must be to advance the student's academic program in a specific and definable way.

In order to be eligible for CPT, one of the following academic objectives must be met:

1. The experience is **required** of all students to complete graduation requirements.
2. The experience is **not required** to complete graduation requirements but is an **integral** part of the student's curriculum and pursuant to a course with a formal practical training component such as an institutionally-sponsored experiential learning program (*i.e., cooperative education or practicum*).

Application Procedure For Students

**** All CPT applications must be submitted at least 5 business days in advance of the intended start date otherwise ISS cannot guarantee that authorization will be completed in time. CPT CANNOT be authorized retroactively.****

If you have maintained F-1 status for at least one academic year or are engaged in graduate work that requires immediate practical training, you may apply to participate in CPT based on an academic objective as listed above. You must complete a CPT workshop offered by ISS prior to applying for CPT. After taking a Workshop, submit all of the following complete application materials to ISS:

- **Workshop Completion Certification-** either print it out after completing the online workshop or bring the certification you received from having completed an in-person workshop
- **Terms and Conditions Sheet-** be sure to read it carefully before you sign and initial properly
- **Recommendation Form for CPT-** have the appropriate Experiential Learning Specialist or Academic Advisor complete and return this to you with applicable documentation as described
- **Offer Letter-** see Information for Supervisors section
- **Proof of Proper Registration-** printed from SIS for the semester you intend to engage in CPT

Also, be sure to give your supervisor the page titled **Information for Supervisors**.

Important Notes:

- * Employment that is for the sole purpose of earning money and/or that is not a fundamental part of your academic curriculum are not appropriate uses of CPT. CPT may not delay completion of your academic program. Non-required CPT is not allowed in the final term unless you need to register for other courses that are required for successful completion of the degree program.
- * Proper registration must be maintained at all times and CPT may only be requested prior to the completion of your academic degree requirements.
- * Students who have received one year or more of *full-time* CPT during their program are INELIGIBLE for post-completion optional practical training (OPT). *Part-time* CPT will not affect your OPT eligibility.
- * Requested authorization dates must fall between the first day of the current semester and the last day of finals for that semester. Questions or concerns about these dates for practicum, co-op, thesis, or other programs with dynamically-dated coursework should be discussed with an advisor in ISS PRIOR to submitting CPT materials.
- * A new I-20 listing the employer's information (name and location) and dates of CPT authorization will be provided to you. Sign and date the new I-20 on page 1. You must be in possession of the new I-20 prior to engaging in any type of activity with the employer.
- * You must provide a copy of the new I-20, signed and dated by you, to your employer as proof of authorization and eligibility to work before engaging in any type of activity for the employer (including orientation or training periods).
- * You may only engage in CPT during the specific authorization period and at the specific site location printed on the I-20. If the terms of your employment change in any way, you must notify ISS immediately so that your I-20 can be updated.
- * Failure to comply with any conditions is illegal and a violation of F-1 visa status, the result of which could be the termination of status.

For more information, contact an ISS advisor at (216) 368-2517.



<i>Student's Surname/Primary Name, Given Name (as it appears on the I-20)</i>	&	<i>Degree</i>		<i>Major</i>
<i>Student's Email Address</i>		Are you already working on-campus? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a paid experience? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you already have an SSN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Anticipated Academic Program Completion / Graduation Date</i>				

I, _____, have read page 1 of the F-1 Curricular Practical Training (CPT) packet and
Student's Full Name
 fully understand the terms for qualifying, applying, and maintaining my CPT. By signing below, I acknowledge that I have received this information and read all of it. I understand and agree to abide by it; all of the information as submitted on my application is true and correct.

Signature of Student: _____ *Date:* _____

By initialing below I also acknowledge that I have read and fully understand the additional information and explanations as listed. If I fail to complete this section of the application, I understand that I will not be authorized for CPT.

Rules and Policies

Initial here

- ◆ I understand that my CPT is fulfilling one of the academic objectives listed on page 1 and it will not delay the completion of my academic program. _____
- ◆ I understand that I will not be eligible for Optional Practical Training (OPT) if I am authorized for 12 or more months of *full-time (more than 20 hours per week)* CPT throughout the course of my program. _____
- ◆ I understand that I must submit all application materials to ISS no less than 5 business days in advance of my intended start date. If I do not submit application materials during that time, I understand that ISS may not be able to process my authorization in time and my CPT authorization will not be retroactive. _____
- ◆ I understand that CPT is employer, location, and time specific, meaning that I may only work for a specific employer at a specific location during the time frame explicitly listed. If the terms of my employment change in any way, I must notify ISS immediately so that my I-20 and/or SEVIS record can be updated accordingly. _____
- ◆ I understand that it is illegal for me to begin or continue working before I receive an I-20 with proper CPT authorization from ISS. The I-20, and no other documentation, governs for whom I may work and for what period of time. _____
- ◆ I understand that during the academic year (Fall and Spring semester) I am only permitted to work for a cumulative total of 20 hours per week and that this regulation is applicable to all forms of authorized work in any combination. The only time that I may work for more than 20 hours per week is during the summer and I know that I must first have proper authorization from ISS. *Students authorized for CPT based on Co-Op or Practicum registration during the academic year should discuss weekly work hours with an ISS advisor. _____
- ◆ If I plan to work for multiple employers, I understand that I can never work more than a cumulative total of 20 hours per week during the Fall and Spring semesters. During the summer, I understand that I must discuss my plans to work for multiple employers with ISS and the experiential learning specialist/academic authority to determine my eligibility. I understand that it may be necessary to make adjustments or cancel previously authorized work permissions and that I may have to complete additional paperwork and/or ask my employers for additional materials to ensure that I comply with these regulations. _____
- ◆ I understand that there are very serious consequences for my actions and that my visa status could be terminated if ISS determines that I have violated the regulations regarding CPT or other work. I understand that CPT is a benefit, not a right, and that it is my responsibility as an F-1 student to remain in compliance at all times. _____

ISS USE ONLY: CPT Authorized by: _____ Date: _____



Recommendation Form for CPT- Part 1

Completed by Experiential Learning Specialist or Academic Advisor

This form must be completed by an Experiential Learning Specialist or Academic Advisor. Once completed, please return the form to the student; it is the student's responsibility to return it to the Office of International Student Services.

Student's Surname/Primary Name, Given Name (as it appears on the I-20) Degree & Major

Curricular Practical Training (CPT) for F-1 students is intended to provide hands-on, practical experience (paid or unpaid) that serves as an **integral** part of an established academic curriculum and is intrinsically linked to the student's major area of study. The goal of CPT must be to advance the student's academic program in a specific and definable way. Students are eligible to apply for CPT if they have maintained F-1 status for at least one academic year or are engaged in graduate work that requires immediate practical training.

Note: Employment that is for the sole purpose of earning money or that is not a fundamental part of your academic curriculum are not appropriate uses of CPT. CPT may not delay completion of the academic program. CPT is not allowed in the final term unless it is required for the degree program or the student is fulfilling other required coursework/credits.

Please complete the following information to help the Office of International Student Services (ISS) determine whether the proposed practical training activity meets federal regulations for CPT authorization. Please call ISS at 216.368.2517 if you have any questions.

Check one:

- As the Experiential Learning Specialist or Academic Advisor for the student, I have met with the student and certify that this CPT is a **required** part of the program. (Complete Part 2.A)
- As the Experiential Learning Specialist or Academic Advisor for the student, I have met with the student and certify that this CPT is a **non-required** part of the student's program. It is an **integral** part of the student's curriculum and pursuant to a course with a formal practical training component such as, but not limited to, cooperative education or practicum. (Complete Part 2.B)

Will the student be graduating at the end of this semester? yes If yes, also complete Part 2.C for non-required CPT . no

Name of Employer _____

Site Address _____

Requested Authorization Dates (MM/DD/YYYY) _____ to _____

(Student must reapply whenever additional time is recommended. Requested authorization dates may fall between the first day of the current semester and the last day of finals for that semester. Questions or concerns about these dates for practicum, co-op, thesis, or other programs with dynamically dated coursework should be discussed with an advisor in ISS PRIOR to submitting CPT materials.)

This position will be: part-time (≤ 20 hours / week) _____ Please indicate specific time commitment, not a range of hours.
 full-time (> 20 hours / week).

As the student's Academic Advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge all of the above information is accurate. If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT was an integral part of the student's academic program and objectives.

Signature of Experiential Learning Specialist / Academic Authority _____ Printed Name _____

Department _____ Email _____

Phone _____ Today's Date _____



Recommendation Form for CPT- Part 2

Completed by Experiential Learning Specialist or Academic Advisor

Student's Surname/Primary Name, Given Name (as it appears on the I-20)

Part 2.A CPT is a required part of the program.

- Please attach a copy of the course description in which the student is registered. It must clearly indicate practical training as a required component to successfully complete the course and fulfill a program requirement.
- If CPT is required to complete a dissertation, meaning the work is an integral part of the research and without it the student will be unable to complete the degree requirement, please attach a letter on official letterhead explaining how this practical training is integral to the student's dissertation. Examples may include, but are not limited to, having access to technology only available at a particular company or research facility, that the training involves collecting data essential for completing the dissertation, etc.

Note: The work cannot simply be related to the dissertation. If it cannot be considered integral to the research, it does not qualify for CPT as a required part of the program. Optional Practical Training (OPT) may be a viable option to a student in this situation and they should discuss this option with an ISS advisor. U.S. Citizenship and Immigration Services (USCIS) takes about 90 days to process OPT.

As the Experiential Learning Specialist or Academic Advisor, I hereby certify that I have read the offer letter and consider the practical training described in that letter as necessary to fulfill a degree requirement. If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT was a required part of the student's academic program and objectives.

Signature

Printed Name

Today's Date

Part 2.B CPT is a non-required part of the student's program.

Please attach a copy of the description for the course in which the student is registered. It must clearly indicate practical training as a formal component to successfully complete the course, which is an integral part of the student's curriculum.

Please attach either a letter on official letterhead or other official documentation (not just a course syllabus) explaining the student's specific learning objectives and how this opportunity will enhance their academic studies.

As the Experiential Learning Specialist or Academic Advisor, I hereby certify that I have read the offer letter and consider the practical training described in that letter to be an integral part of the student's program. If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT was an integral part of the student's academic program and objectives.

Signature

Printed Name

Today's Date

Part 2.C Non-required CPT in the final semester.

Non-required CPT is not authorized in the final term unless registration is in place for other required courses necessary to complete the degree program.

Please attach a letter on official letterhead explaining how the student's specific circumstance qualifies for CPT in the final semester.

As the Experiential Learning Specialist or Academic Advisor, I hereby certify that I have read the offer letter and consider the practical training described in that letter to be an integral part of the student's program. If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT was an integral part of the student's academic program and objectives.

Signature

Printed Name

Today's Date



Several offices at the university help international students obtain CPT authorization. It is also essential to the process that students and potential employers work together, not only to maintain the integrity of the students' immigration status, but also to ensure that labor laws are not compromised.

Students, give this information to your supervisor prior to applying for CPT. This is important information for your supervisor to have and know as part of your CPT experience.

Supervisors are encouraged to contact International Student Services with any questions related to work authorization.

Supervisors, please provide your student with an offer letter. The offer letter must:

- be written on the company's letterhead
- be addressed to the student
- include a position title
- provide a job description
- specify the employment address (street, city, state, and zip code)
- specify if the employment is full-time (more than 20 hours per week) or part-time (20 or less hours per week). If the position is part-time, the specific number, not a range, of hours worked per week must be indicated.
- specify the exact dates (Month, Day, and Year) of CPT authorization for the semester. If employment is to continue beyond one semester, a student must submit a new application for CPT that includes an updated employment letter with updated dates coinciding with the university's academic calendar.¹

Important Notes:

- * The offer letter must have ALL of the information listed above for a student's CPT application to be processed.
- * CPT can only be authorized for one semester at a time. A new complete application must be submitted in a timely manner for each CPT request.²
- * A new I-20 listing the employer's information (name and location) and dates of CPT authorization will be provided to students. Students must be in possession of the new I-20, which they must sign and date on page 1, prior to engaging in any type of activity with the employer, which includes orientation or training periods.
- * Students must provide a copy, signed and dated, of their I-20 to their employer as proof of authorization and eligibility to work before engaging in any type of activity with the employer. If a student doesn't readily provide that I-20, ask them for it!
- * Students may only engage in training during the specific authorization period and at the specific site location printed on the I-20.
- * Failure to comply with certain conditions is illegal and a violation of F-1 visa status, the results of which could be the termination of the student's status. There may also be situations in which an employer is in violation of certain labor laws pertaining to the employment of foreign individuals. Please contact International Student Services if you have any questions or concerns.

^{1 & 2} Students authorized for CPT based on Co-Op or Practicum registration should discuss more specific procedures and authorization dates with their Experiential Learning Specialist.