

Page 1: F-1 Curricular Practical Training Basics

Curricular Practical Training (CPT) is for F-1 visa holding students and 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.**

Eligibility

- You must have maintained your status for at least one academic year, or are engaged in graduate work that requires immediate practical training.
- The experience must meet an academic objective in one of the following ways:
 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*).
- You must be enrolled in the CPT related course for the duration of your experience.
- You must review the CPT workshop and complete the CPT Assessment. You can view the workshop on your own or attend an advisor-led session.
 - CPT Workshops sessions are advertised under the [*F-1 Student Employment and Training*](#) section of our website.
 - The CPT Assessment can be accessed [here](#) (or under the *Forms and Resources* section of our website)

Application Procedure

**The CPT application 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.**

After obtaining an offer, meeting with your Experiential Learning Specialist or Academic Advisor, and passing the CPT assessment, upload the following materials to the [CPT application in the Terra Dotta](#) website:

- **Complete CPT Application** (Recommendation Form for CPT, supplemental letter if required)
- **Signed Terms and Conditions in Terra Dotta**
- **Offer Letter** (see Information for Supervisors for letter requirements)
- **Proof of Proper Registration** (screenshot from SIS for the semester you intend to engage in CPT)

After submitting a complete application, your new I-20 with CPT authorization will be ready in 3-5 business days.

Page 2: CPT Recommendation Form, Part 1

Completed by Experiential Learning Specialist or Academic Advisor

Student Surname/Primary Name First/Given Name

Student's Network ID

Degree

Major

Anticipated Academic Program Completion/Graduation

Recommendation Parts 1 and 2: Completed by Experiential Learning Specialist or Academic Advisor

Please complete this form to help the Office of International Student Services (ISS) determine whether the proposed practical training activity meets federal regulations for CPT authorization.

- See **Page 1** of the application for **Eligibility Criteria** for Curricular Practical Training (CPT).
- By completing this form, you agree that this experience meets the requirements for CPT. CPT is a federally regulated benefit of F-1 status and, by signing this form, you take responsibility for ensuring the experience is academically related to the student's curriculum in one of the two ways specific under Eligibility.
- Employment that is for the sole purpose of earning money or that is not a fundamental part of the academic curriculum is not an appropriate use of CPT.
- CPT should not delay the 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.

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.**
 No

NAME OF EMPLOYER:

SITE ADDRESS:

Street
City
State
Zip Code

REQUESTED AUTHORIZATION DATES: from: _____ to: _____
month/day/year month/day/year

The student must reapply for CPT authorization 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.

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 Experiential Learning Specialist or Academic Advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined on Page 1 and above. I have read the offer letter and consider the practical training experience 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 program and objectives.

Printed Name of Experiential Learning Specialist or Academic Advisor

Signature (electronic is acceptable)

Date

Department

Email

Page 3: CPT Recommendation Form, Part 2

Completed by Experiential Learning Specialist or Academic Advisor

Student Surname/Primary Name

First/Given Name

Part 2.A. CPT is a **REQUIRED** part of the program

- Please attach a description for the course 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 to a particular company or research facility, that the training involves collecting data essential for completing the dissertation, etc.

The work cannot be simply related to the dissertation. If it cannot be considered integral to the research, it does not qualify for CPT as part of a required program.

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.

Printed Name of Experiential Learning Specialist or Academic Advisor

Signature (electronic is acceptable)

Date

Part 2.B. CPT is a **NON-REQUIRED** part of the 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 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.

Printed Name of Experiential Learning Specialist or Academic Advisor

Signature (electronic is acceptable)

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 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.

Printed Name of Experiential Learning Specialist or Academic Advisor

Signature (electronic is acceptable)

Date

Page 4: CPT Information for Supervisors

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.
- 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