



CPT RECOMMENDATION FORM

CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is an off-campus employment option available to F-1 students when the training (i.e. internship or employment) is considered an integral part of the established curriculum and directly related to the student's major. "Training" refers to paid or unpaid work/study experience, internships, or cooperative education.

CPT HOURS & LIMITATIONS

- Not permitted to work until you receive an I-20 authorizing specific CPT dates
- Approved for a specific employer and for a specific time period
- May not change employers or extend training without prior authorization from ISP
- Does not affect eligibility for Optional Practical Training (OPT), unless you have completed 12 months of full-time CPT
- Students may use CPT at any time after completion of one academic year and prior to program completion

APPLICATION PROCESS

- Obtain a job offer letter from prospective employer that includes:
 - Job Description
 - Job Start Date and Job End Date
 - Address of Employer
 - Full-Time or Part-Time ("part-time" is a maximum of 20 hours per week)
- Submit offer letter and CPT Recommendation Form to your respective Dean's office (allow 2 – 3 weeks for decision)
- If approved, ISP will issue a new I-20 with CPT authorization (allow 2 – 3 days for I-20 issuance)
- Graduate students must also submit to the Graduate Office a petition for Personal Leave or Detached Duty. Most employment, internships and other non-academic positions should be taken as Personal Leave.

STUDENT REQUEST

Student Name _____

Employer Name _____

Street Address _____

☒ Full-Time Job Start Date _____

City _____

☐ Part-Time Job End Date _____

State _____ Postal Code _____

ACADEMIC ADVISOR RECOMMENDATION

With this signature, the academic advisor agrees that the above-named student will engage in training that is considered integral to the established curriculum and is directly related to the student's major area of study.

Advisor Name _____ Signature _____

DEANS OFFICE APPROVAL

Graduate Studies Office (for grads students) Signature _____

Undergrad Deans Office (for undergrad students) Signature _____