

## F-1 Curricular Practical Training (CPT) Employer Form

**Purpose of Form:** This form must be completed by the employer who offers a position of employment to any F-1 student of Texas A&M University applying for CPT. Please complete this entire form and submit it either to the student or to the International Student Services (ISS) office at Texas A&M University. Our contact information is listed above.

### What is Curricular Practical Training (CPT)?

- CPT is work authorization for F-1 international students to receive further training that is designed to achieve an established academic objective and is directly related to your degree level and major. Federal regulations permit a student to engage in CPT that is an integral part or planned option in the student's curriculum. CPT includes internships and cooperative education.
- CPT authorization is dependent upon the student being academically eligible and the employment meeting federal government regulations. This means a student must have been enrolled full-time and in valid status and on the same SEVIS number for at least 1 academic year.
- F-1 students must apply for CPT if they intend to work off-campus as an integral part or planned option of their established curriculum prior to completion of their academic program whether or not they will receive any form of payment or compensation.
- A student authorized for CPT may only be employed by a specific employer, at a specific location and for specific dates as approved by ISS. Any changes in the employment (i.e. employer, location, dates of employment) require a new CPT application. The student must resubmit a new application to ISS and wait for a newly issued I-20 in order to continue employment. Refer to the ISS CPT webpage for additional information and access to all CPT forms: <http://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training>.

**Deadline(s):** ISS authorization must be granted on a new Form I-20 before the student may begin CPT employment. ISS processing times are 5 to 10 business days from the time the student's application for CPT is complete.

**Required Steps Checklist:** In order for a student to submit a complete application for CPT, they must obtain the following documents from the employer:

- ☐ A completed F-1 CPT Employer Form (this form), available at <http://iss.tamu.edu/ISS/media/ISS-Files/ISS-PDF/Current%20Students/F-1-CPT-Employer-Form.pdf>.
- ☐ An official, signed job offer letter on company letterhead

**This entire form must be completed by the CPT employer.**

1. Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

2. Employer Name: \_\_\_\_\_

3. Physical Address of Student's Employment Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If the student will be employed and/or paid through a management company, contracting agent, or a similar arrangement and it will be necessary to include this agency's name and/or address on the student's Form I-20, please provide this information below.

Note: The student's Form I-20 must include the address where the student will be physically working. If the section below is completed, ISS will add this information to the remarks section of the CPT authorization. The remarks related to the contracting agent below will appear on Page 1 of the Form I-20. The CPT employer information will appear on Page 2 of the Form I-20.

4. Contracting Agent's Name: \_\_\_\_\_

5. Address of Contracting Agent: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please note that this form continues onto a second page.**

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**This entire form must be completed by the CPT employer.**

6. Student's Job Title: \_\_\_\_\_

7. Student's Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Requested CPT Start Date: \_\_\_\_\_ Requested CPT End Date: \_\_\_\_\_

9. Number of hours per week the student will work while on CPT: \_\_\_\_\_ hours per week

10. Are you aware that the job will be training performed in satisfaction of degree requirements? (Note: This is a requirement in order for CPT to be authorized.) ☐ Yes ☐ No

## Employer's Statements of Understanding

- I have the authority to verify this information
- I certify that the information provided on this form is true and accurate.
- I understand that the information on this form will be reported to the U.S. Department of Homeland Security (DHS).
- I understand the CPT is part of the student curriculum and designed to enhance their knowledge for the degree and not just a mechanism for the student to work off-campus and earn money.
- I understand that failure to adhere to the DHS CPT requirements could result in the student violating federal regulations.

**My signature confirms that the information provided on this form is true and accurate and that the student will only be permitted to work during the authorization dates listed on their Form I-20.**

Name: \_\_\_\_\_ Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

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

"State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."