

## F-1: Curricular Practical Training Application Instructions

Curricular Practical Training (CPT) is work authorization granted to students in F-1 status. CPT is designed to enable students to apply and practice the knowledge and skills gained in their academic program. To be considered CPT, the employment must not only be related to your major field of study but also must be an integral part of your studies. Training that is required by your degree program always meets the requirements for CPT. Training that is not required by your degree program may meet the requirements for CPT if you receive academic credit for the employment. CPT must be an “integral part of an established curriculum” and is granted by the International Student & Scholar Advisor (ISSA) in accordance with U.S. immigration law. CPT authorization involves both an immigration component and an academic component.

### **Academic Eligibility:**

- Internships must be approved by your Class Dean and Faculty Advisor, and you must be registered for an Independent Study Course (250 or 350) that supports the internship

### **Immigration Eligibility:**

- You must currently be maintaining valid F-1 status and you must have been enrolled full-time for at least two semesters immediately before applying for CPT.
- **CPT authorization is employer and date specific.** CPT is authorized from a specific beginning date to a specific ending date and for one specified employer. This means that if your internship changes in any way (different dates, different employer, etc.) you must first obtain authorization from the ISSA. Failure to do so may be a violation of your status.
- There is no limit on the amount of time you can be authorized for CPT. However, if you use 12 months or more of full-time CPT you will lose your eligibility for Optional Practical Training (OPT).

### **Steps to Apply for CPT:**

1. **Obtain an offer letter of employment from your perspective employer.** The letter must include all of the following information:
  - Company name
  - Company address (must be complete, including zip code)
  - Job title
  - Brief description of duties
  - Full-time or part-time
  - Exact beginning and ending dates of employment



2. **Speak with your International Student & Scholar Advisor (ISSA)** at the Slater International Center to evaluate your employment opportunity and to verify that both you and the job meet the CPT eligibility requirements. Request CPT application instructions and application form.
3. **Identify a Faculty member who may be willing to supervise you for an independent study.** Discuss the internship with the faculty member and determine if it is possible for you to register for an independent study course (**350 or 250**) using the experience and the data of the CPT internship as the basis for your independent study.
4. **Speak with your Class Dean** to determine if you are eligible to enroll in an independent study and if he/she will support you.
5. **Complete the “F-1: Curricular Practical Training (CPT) Application.”** You must complete the first section, your Class Dean must complete the second section, and your supervising Faculty member must complete the final section.
6. **Make an appointment to see your ISSA.** Bring the following documents:
  - Completed “F-1: Curricular Practical Training Application”
  - Employer’s letter
  - Your immigration documents

***Note: appointments must be made at least one day in advance.***
7. If your application for CPT is complete and approved, the ISA will issue you a **new Form I-20** certifying your authorization.
8. **You must not begin employment before the start date or continue employment past the end date indicated on your Form I-20.**
9. At the end of the independent study, you must remind your Faculty Advisor to **send an email message to the ISSA to indicate that the independent study work was completed and graded.**

#### **Changes and Extensions:**

If you wish to change or extend your CPT, you must speak with your ISSA and obtain a new Form I-20 reflecting changes or extensions in employment.

#### **A Note of Caution:**

While USCIS regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with the ISSA before beginning any type of employment. It is your responsibility to comply with all immigration regulations that apply to F-1 students. The Slater International Center is responsible for advising and counseling you regarding your responsibilities. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

**YOU MAY NOT BEGIN EMPLOYMENT UNTIL YOU ARE AUTHORIZED FOR CPT**