



Curricular Practical Training (CPT)  
Application

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**Before you submit this application to the International Programs Office (IPO), please make sure that you have done ALL of the following:**

- ✓ Read the CPT rules (page 2) and/or have discussed CPT with the International Student Advisor in RCH 212
- ✓ Completed page 3 of this application.
- ✓ Met with your academic advisor to complete page 4 of this application.
- ✓ Registered in at least one credit hour that will satisfy a degree requirement.
- ✓ Received a job offer letter from your employer and/or supervisor.
- ✓ Attached a copy of the job offer letter to this application.

***Incomplete applications will not be processed and will delay the start of your CPT, so please make sure that you have completed everything first!***



## CPT Eligibility and Rules:

### Eligibility

- Must have been a full-time student maintaining F-1 status for at least 1 academic year (2 semesters) on your current SEVIS ID.
- Must have an internship, practicum, or job offer in a field directly related to your major.
  - Must show an official job offer letter from your employer/supervisor:
    - Must be on the organization's letterhead
    - Must be signed by your employer/supervisor
    - Must include your start date and end date, and a brief description of what you will be doing.
- The employment (job, or paid/unpaid practicum or internship) must be approved by your academic department.
  - You must receive academic credit for the employment.
  - The academic credit must satisfy a degree requirement – it must be required by your degree, or it must be an elective option within your major.
  - You must be registered in the academic credit in the semester in which you do the CPT.
    - In the summer, this means you will pay the per-credit rate for each credit hour. You don't need to pay for the credits prior to CPT authorization, but if you are dropped from the credits due to nonpayment, IPO will cancel your CPT authorization.
  - Your academic advisor and/or department must confirm that the employment is directly related to your major and that you will earn credit towards your degree for it.

Do you have a great opportunity that doesn't meet the CPT eligibility rules? Talk to IPO about Pre-Completion OPT!!

### Rules

- CPT can be paid or unpaid.
- You can work up to 20 hours per week (part-time) during the fall and spring semesters.
- You can work up to 40 hours per week (full-time) during the summer vacation.
- Your CPT authorization is listed on page 2 of your I-20. You will need to pick up your I-20 from IPO as soon as you receive an email that it is ready.



- You cannot begin work until you have been approved and receive your I-20. Working before your CPT is authorized is a violation of your F-1 visa status and will have a negative effect on any future application for practical training, work visa, or permanent residency.
- It can take 1-2 business days to process a **complete** CPT application, so please keep this in mind as you plan. Apply at least one week before your start date so that you can start on time!
- You can only work during the dates listed on your I-20, but you can apply for CPT again for the next semester.
- CPT is approved for only 1 semester, so you must re-apply for another semester if you will continue your work/internship. You must submit a new application
- 12 months of full-time CPT makes you ineligible for OPT.



**To be completed by the student:**

Date \_\_\_\_\_ LCMail Address \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

CPT Start Date \_\_\_\_\_ CPT End Date \_\_\_\_\_

For what semester are you requesting CPT? (*Select one*) \_\_\_\_\_ Fall \_\_\_\_\_ Spring

How many hours? (*Circle one*) Full-time (40 hrs/wk) Part-time (20 hrs/wk)

CPT Location (company/organization name): \_\_\_\_\_

Address of company/organization

\_\_\_\_\_  
\_\_\_\_\_

Job/Internship title \_\_\_\_\_

Paid or Unpaid? \_\_\_\_\_

Supervisor name, contact information \_\_\_\_\_

Please answer the following questions about your CPT:

1. How does this job/internship directly relate to your major?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Why do you want to work/intern at this particular place?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signature: \_\_\_\_\_

*By signing, I confirm that I have read and understood the CPT rules and eligibility listed on page 2 of this document. I also confirm that, to the best of my knowledge, everything in this document is true.*

**To be filled out by an academic advisor/professor in the student’s department:**

The student submitting this application is applying for curricular practical training (CPT). Authorization for CPT is required before an international student on an F-1 visa can begin any internship or practicum (paid or unpaid) or other academically-related employment activity that takes place off-campus.

From the Code of Federal Regulations [8 CFR 214.2(f)(10)]:

(i) *Curricular practical training.* An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. [. . .] A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

In order to authorize the student’s CPT, we must ensure that this opportunity is *an integral part of his/her established curriculum*. Please answer the following questions:

1. Can you confirm that this student’s job/internship/practicum is directly related to his or her major? (In other words, would your department award a student credit for this?)  
 Yes       No
2. Students on CPT must earn academic credit for their internship/practicum/job. Please list the course in which the student will enroll:

\_\_\_\_\_



3. Is the course listed above required by the student's major (i.e. a required course or an elective within the major)?
- Yes       No

Name \_\_\_\_\_ Title \_\_\_\_\_

Academic Department \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you have any questions or concerns about this application, or CPT in general, please contact the International Programs Office at 208-792-2177.*