

An F-1 student may be authorized by the Office of International Services to participate in a curricular practical training program that is an integral part of an established curriculum.

**According to the Code of Federal Regulations (CFR):**

*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. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the Office of International Services. A student may begin curricular practical training only after receiving his or her Form I-20 with the Office of International Services' endorsement. [ 8 CFR 214.2(f)(10)(i)]*

**F-1 Curricular Practical Training Application Procedures****Step 1 – Both the student's Employer/Clinical Site Instructor and their Academic Advisor must complete their respective forms**

- The student may include a copy of their Job Offer Letter in addition to the Employer Form  
*The student may not substitute a Job Offer Letter for the Employer Form*
- The student will need to enroll for the designated course corresponding to the CPT Application

**Step 2 – Meet with an OIS Advisor during open advising hours to submit the following documents to the Office of International Services (OIS)**

- F-1 Curricular Practical Training Application
- Employer Form
- Academic Advisor Form

**Summer 2015 OIS Open Advising Hours:**

Mondays: 1:00 p.m. to 3:00 p.m.  
Tuesdays: 11:00 a.m. to 1:00 p.m.  
Wednesdays: 1:00 p.m. to 3:00 p.m.  
Thursdays: 11:00 a.m. to 1:00 p.m.  
Fridays: No Open Advising

**Step 3 – OIS will issue a new CPT I-20**

- OIS will contact the student by Email when their new I-20 is ready
- The student may not begin their CPT until they have picked up the new I-20 and the start date indicated on page three is valid

**Step 4 – Pick up the new I-20 and begin the Curricular Practical Training**

- The student will need to provide the new I-20 to their employer to validate the work authorization

**F-1 Curricular Practical Training Application**

Family Name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_ UIN: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Phone #: \_\_\_\_\_ Major(s): \_\_\_\_\_

Degree Level:  Bachelor  Master  Doctorate  Other \_\_\_\_\_

Do You Work on Campus?  Yes  No If Yes, How Many Hours per Week? \_\_\_\_\_

**Eligibility Requirements:**

1. Curricular Practical Training (CPT) is defined as an internship, co-op or practicum and must be approved by one of the assigned representatives in the student’s college/school.
2. The student must be in lawful F-1 student status and have been a full-time student for one academic year before applying. [Exception: graduate programs that require immediate participation in curricular practical training.]
3. The student must be registered for an approved course that corresponds to the internship, co-op or practicum.
4. Participation in CPT can only occur before degree completion. The student cannot extend their I-20 to participate in CPT if all academic requirements have been met.
5. The student must meet with an OIS advisor during open advising hours or by appointment to submit this CPT application.
6. CPT is employer specific and approved on a semester by semester basis.
7. The student may not begin work until they have received the new I-20 endorsed by OIS and the start date of the authorization has been reached. The student must stop working on the last day indicated on the I-20. Working without authorization is a violation of F-1 status.

**Note 1:** If the student participates in full-time CPT for twelve months or more, the student will no longer be eligible for Optional Practical Training (OPT).

**Note 2:** If the CPT is not required, the student is limited to a total of 20 hours of work per week. This total includes the number of hours the student works on-campus and off-campus. (Example: If the student works 10 hours per week for an assistantship, then they may only work 10 hours a week for their internship.)

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of OIS Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Form to be completed by the Employer or Clinical Site Instructor for International Student Curricular Practical Training (CPT) Application**

**Instructions for Employer or Clinical Site Instructor:** *Thank you for taking the time to complete this form. By doing so, we may approve this student to temporarily engage in practical training with you. This information is required according to federal immigration regulations. Please note that the student may not begin working until the CPT has been authorized, through the issuance of a new I-20.*

Student Name: \_\_\_\_\_  
Family First/Given

Name of Company: \_\_\_\_\_

Site Address of Employment/Clinical instruction where CPT Activity will occur:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor/Clinical Site Instructor: \_\_\_\_\_

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

Employment or Site Placement will Begin on \_\_\_\_\_ and End on \_\_\_\_\_.

Number of Hours Student Will Work per Week: \_\_\_\_\_;  Full Time **or**  Part Time;  Paid **or**  Unpaid.

Position Title: \_\_\_\_\_

Brief Position Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Company Representative/Clinical Site Instructor Completing Form Signature

\_\_\_\_\_  
Title of Company Representative/Clinical Site Instructor Completing Form Date

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

Please return this completed form and any job offer letter to the student. The student will submit the complete CPT application to the Office of International Services.

Form to be completed by the Academic Advisor or Co-op Director for International Student Curricular Practical Training (CPT) Application

Student Name: \_\_\_\_\_ UIN: \_\_\_\_\_  
Family First/Given

In order for a student to qualify for Curricular Practical Training (CPT), the experience must be an integral part of an established curriculum and be related to the student's field of study. The following reasons qualify for curricular experience. Please indicate which applies to the student's situation\*:

- An academic internship/co-op is **required** of all students in this program in order to graduate.
- An academic internship/co-op is a **formal component** to this program and the department has a specific course (noted below) designed for this purpose.
- Experience gained from this practicum is **integral to the student's thesis/dissertation research**. The student is registered for the appropriate thesis/dissertation/independent study course.

*\*If none of these reasons apply, the student cannot be authorized for CPT. However, the student does have another option for work authorization in his/her field called Optional Practical Training. If the student is interested in this option, please refer them to speak with an OIS advisor.*

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

Student is registering for Course # \_\_\_\_\_ and student will earn \_\_\_\_\_ credits for CPT during

The  Fall Semester,  Spring Semester, or  Summer Semester of \_\_\_\_\_ (year).

Number of Hours Student Will Work per Week: \_\_\_\_\_;  Full Time or  Part Time;  Paid or  Unpaid.

Employment to Begin on \_\_\_\_\_ and End on \_\_\_\_\_.

What type of final evaluation will be used to assess the student's participation in the designated course?

- Essay/final paper
- Presentation
- Project
- Other: \_\_\_\_\_

Date of course evaluation: \_\_\_\_\_ (**NOTE:** Must occur on or after employment end date).

\_\_\_\_\_  
Advisor / Co-op Director Name Signature Date

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

Campus Address: \_\_\_\_\_

Please return this completed form to the student.

**OIS Checklist**

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**To Be Completed by OIS Staff Only:**

- In Valid F-1 Status (Registered Full-Time)
- Engaged in Full-Time Study for One Academic Year (Fall & Spring Terms)
  - Qualifies for Graduate Student Exemption Based on \_\_\_\_\_
- CPT Course Enrollment Verified in Banner
- If Requesting Full-Time, Student Qualifies Based On:
  - Work Occurs During Summer or Winter Breaks
  - Internship is Required

All Forms are  Present and  Complete. \_\_\_\_\_  
(Initials / Date)

**To Be Completed by OIS Front Desk Only:**

- \_\_\_\_\_ Have Student Sign New I-20 (Pages 1 & 3)
- \_\_\_\_\_ Copy I-20 After Student Signs (Pages 1 & 3)
- \_\_\_\_\_ Give Student New I-20
- \_\_\_\_\_ Staple Forms & I-20 Copies Together
- \_\_\_\_\_ File Away Folder