

F-1 CURRICULAR PRACTICAL TRAINING

INSTRUCTIONS and RECOMMENDATION FORM

Definition

CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional, temporary employment/training such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. ***The training must be a required part of the established curriculum and the student must receive academic credit.*** As an academic course, the period of training should normally fall within the limits of a given academic term. Employment/training may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). However, if 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period. Students participating in CPT during a fall or spring semester must be registered as a full-time student. Either failure to enroll in the specific course for which the CPT is approved, or failure to complete the employment/training during the period of authorization will result in a violation of immigration status.

Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

Authorization

CPT is authorized by The Office of Global Education (OGE). Training may not begin until the proper authorization is obtained and must end by the authorized completion date.

Forms

The form, *Curricular Practical Training Recommendation Form* is printed on the reverse side of this handout. Please include, if there is, departmental forms as well in this application.

How to Apply

1. Complete Section A of the **Curricular Practical Training Recommendation Form**. Have your academic advisor or faculty of record complete Section B.
2. Schedule an appointment with the Director of Global Education (DGE). Take to the appointment your: (1) **completed Curricular Practical Training Recommendation Form**, (2) current **I-20**, and (3) **documentation of your employment/training offer**.
3. During the appointment, the DGE will verify your F-1 status and review the CPT Recommendation Form to confirm that the employment/training meets the curricular requirements. If the DGE approves the CPT, the authorization will be submitted to SEVIS, which will result in the issuance of a new I-20 showing that you are authorized for this employment/training.
4. You will receive an e-mail (usually within 2 working days) informing you that your new I-20 authorizing the CPT is ready for you to pick up in the OGE office. Be sure to sign the new I-20 and let OGE make a photocopy for your student file.
5. Employment/training may begin only after the DGE has authorized the CPT by endorsing your I-20. **The I-20 is the official document authorizing the Curricular Practical Training employment/training.** You should have this document available to your employer/training site when you begin training.

Reference: 8 CFR 214.2 (f) (10)(i)

F-1 CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

(Please print or write clearly)

Section A: To be completed by Student:

Name exactly as it appears in passport:

1. _____
Family/surname Given name Middle name, if applicable
2. _____ 3. _____ 4. _____
Royal ID E-Mail Phone Number(s) and Type

Section B: Recommendation to be completed by Academic Advisor:

IMPORTANT! ALL items must be completed.

1. Educational level (check one): Bachelor Master Doctoral
2. Major area of study _____
3. **Semester** in which **ALL** degree requirements are anticipated to be completed:
[] Fall 20____ [] Intersession 20____ [] Spring 20____ [] Summer 20____
4. Name of proposed employer/training site _____
5. FULL Address of employer/training site _____
(Include street/city/state/zip) _____
6. Supervisor's Name: _____ Contact Number: _____
7. Proposed training start date __ / __ / _____ end date __ / __ / _____ (mm/dd/yy)
8. Proposed number of work hours per week _____
9. Academic credit will be awarded as follows:
Course number _____ Course title _____
Number of credit hours _____ Semester & year credit will be awarded _____

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I hereby recommend the above mentioned student for the employment as described on this form.

Academic advisor's signature: _____ Date: __ / __ / _____

Name printed: _____ Department: _____

Phone: _____ E-Mail: _____

Program Director/Chair's signature: _____

Dean's signature: _____