



F-1 Curricular Practical Training

Definition of Curricular Practical Training (CPT):

F-1 "Curricular Practical Training" (CPT) allows students to participate in a paid academic internship. CPT is defined as employment which is related to your studies and is an integral or important part of your curriculum, including: "alternate work/study, internship, cooperative education, or any other type of internship or practicum which is offered by sponsoring employers through cooperative agreements with the school".

Requirements:

The training must achieve a curricular academic objective and must be one of the following:

1. Receive course credit and be an integral part of the curriculum; or
2. Be required for all students pursuing a specific degree program.

Eligibility:

1. Students must be in F-1 status for one academic year (9 months) to be eligible unless immediate start date is required by the program;
2. CPT must be related to the major field of study and an integral part of the curriculum;
3. CPT may be used full-time or part-time (20 hours per week or less) with department's approval;
4. Students must be in good academic standing;
5. Students must continue to make satisfactory progress toward the degree;
6. Employment is only authorized during the semester the course is offered.

Please note: Using more than 12 months of full-time CPT will make a student ineligible for Optional Practical Training (OPT). Part-time CPT (20 hours per week or less) will not affect OPT.

Documentation and Application Materials for CPT:

<u>Course Credit CPT</u>	<u>Required for Degree</u>
<ul style="list-style-type: none">• Proof of course registration and copy of course listing in college catalog;• Completed Academic Advisor form;• Letter from employer indicating job title, number of hours per week, start and end dates, place of employment (street address), and description of duties.	<ul style="list-style-type: none">• Copy of college catalog indicating the work is either required for degree program;• Completed Academic Advisor form;• Letter from employer indicating job title, number of hours per week, start and end dates, place of employment (street address), and description of duties.

Authorization Procedures:

If all eligibility requirements are met and student can provide the above documentation, the Designated School Official will authorize the Curricular Practical Training through SEVIS and issue a new I-20. **Students may begin CPT only after receiving the I-20 with the dates of work authorized by the Designated School Official. A grade must be reported upon completion of employment.**



Academic Advisor's Recommendation for F-1 Curricular Practical Training (CPT)

Student Section

Name: _____

Major or Program: _____

Employer: _____

Employer's address: _____

Your Job Title: _____

Other Details: Start Date: _____ End Date: _____

Full-time _____ / Part-time _____ Hours per week: _____

Paid _____ / Unpaid _____

Explain briefly how the internship is related to your major or program:

Do not begin employment until the Designated School Official issues a new I-20 with CPT authorization AND you have reached the start date listed on the I-20.

Academic Advisor

The student above is applying for F-1 Curricular Practical Training (CPT). CPT authorizes F-1 students to participate in a practical training experience that is an integral part of an established curriculum and directly related to the student's major area of study. If the proposed internship satisfies these conditions and the student is eligible to receive academic credit for this training, please complete the following information to recommend CPT authorization.

Course Number: _____ Title: _____

Term: _____ Expected date of completion for all academic requirements of the internship: _____

This student is recommended for Curricular Practical Training as specified for the dates and employer listed above.

Advisor's Name: _____ Phone: _____

Signature: _____ Date: _____

**Return this completed form and documentation to the Office of International Engagement
(Student Life and Registration Suite in Lower Rinker or oie@roberts.edu).**