

IMSSO

Application Guide for Curricular Practical Training (CPT)

What is CPT?

Students required to participate in internship programs to successfully complete their degree requirements can engage in temporary employment to gain practical experience in his or her field of study by obtaining permission to work off-campus. This type of employment is called Curricular Practical Training (CPT).

The work performed while on CPT must be directly related to your field of study as listed on your current I-20. In addition, you must receive academic credit and a grade for the work experience.

Am I Eligible for CPT?

To be eligible for CPT employment authorization, you must meet the following criteria:

- Currently hold valid F-1 status
- Be enrolled at a college or university in F-1 status on a full-time basis for one complete academic year
- Be enrolled in a degree program that requires the completion of an internship or off-site work experience

CPT Facts

- **Location:** Students may engage in CPT only for the specific employer, location and period approved. The work can be done anywhere in the U.S.
- **Duration:** The approval period should coincide with the term for which the student is enrolled in the internship course
- **Hours per Week:** Can be approved for part-time (20 hours per week; must maintain normal full course of study; 9 graduate or 12 undergraduate hours) or full-time (21 hours per week or more; if you accumulate 12 months of full-time CPT you are ineligible for OPT); During fall and spring semesters, if a student is authorized for CPT for 20 hours per week, the student is not allowed to accept additional employment.
- **Field/Level of Work:** Must be an integral part of an established curriculum in the student's field of study as listed on the current I-20

Approval Process

To be approved for CPT employment authorization, complete the following application and schedule an appointment with the IMSSO.

NOTE: You must complete the approval process **PRIOR** to beginning work.

Application for CPT Authorization

Part One: To be completed by the Student

Family Name

Given Name (First Name)

Student ID Number (T00000000)

Current Level of Study: (Please circle one)

Undergraduate **OR** Graduate

Major Field of Study

Expected Graduation Date

I (print name), _____, understand that I may not begin employment under Curricular Practical Training (CPT) until the IMSSO endorses my I-20. I also understand that I may only work during the period indicated on my I-20 and only for the employer listed on my I-20.

I understand that I must register for the relevant academic course as indicated by my academic advisor. If I withdraw from that course, I understand that I will be in violation of my F-1 status. If I am authorized for part-time CPT, I understand that I must maintain a normal full course of study and may not exceed 20 hours of work per week in any given week during my CPT authorization period.

Student Signature

Date

Part Two: To be completed by the Academic Advisor

The above named student is requesting authorization to be employed off-campus under Curricular Practical Training (CPT) for the internship required for his program of study. Your assistance is necessary to process this request. Should you have any questions, please feel free to contact the IMSSO at 479-964-0832. Thank you for your assistance.

Please answer the questions below:

Is the student's proposed employment site and work plan acceptable as a means of completing the internship? Yes OR No

Academic credit is a requirement of CPT. For which course will the student receive academic credit, i.e. course number? _____ Term enrolled? _____

Advisor's Name (Printed)

Advisor's Signature

Position/Title

Date

Student, please write your name below and forward this page to your employer.

Family Name

Given Name (First Name)

Part Three: To be completed by the Employer

The above named student is requesting authorization to be employed off-campus under Curricular Practical Training (CPT) for the internship required for his program of study at Arkansas Tech University. Your assistance is necessary to process this request. Should you have any questions, please feel free to contact the IMSSO at 479-964-0832 or email Yasu Onodera, IMSSO Director at yonodera@atu.edu. Thank you for your assistance.

Employer's Name

Employer's Physical and Mailing Addresses

Date Scheduled to Begin*

Date Scheduled to End

*Students may not begin working until their I-20 has been endorsed by the IMSSO for CPT authorization in compliance with immigration regulations.

How many hours per week** will the student work? _____

**CPT may be granted on either a full-time or part-time basis depending on the requirements for the internship and the student's graduation requirements. Immigration law defines "part-time" as 20 hours per week or fewer, not to exceed 20 hours in any week during the period of authorization, and "full-time" as 21 hours per week or more.

Please sign below and attach an offer of employment letter printed on your letterhead which includes a description of the proposed job duties. Thank you again for your assistance.

Employer's Representative (Printed)

Representative's Signature

Position/Title

Date