



The International Center of Winthrop University

Curricular Practical Training (CPT) Information and Application

Definition and Purpose of Curricular Practical Training (CPT)

The U.S. Bureau of Citizenship and Immigration Services (USCIS) defines “curricular practical training” as an employment option available to F-1 students where the practical training employment is considered to be an integral part of the curriculum or academic program. According to the immigration regulations, this employment may be an internship, co-op education job, or any other work experience that is either required for your degree (as defined in the course catalog) and for which academic credit is awarded.

Requirements for CPT

1. To be eligible for curricular practical training, you must have been in lawfully enrolled on a full-time basis for one full academic year, your employment must be an integral part of your degree program or requirement for a course (as defined above), and your job offer related to your major or field of study.
2. The training employment is required of all degree candidates in the program and is necessary for the awarding of the degree. Included in this category is employment in a required internship. The employment must be required for the course and must be taken for academic credit. You must be registered for the course during the period that you are working under curricular practical training authorization. Graduate students in their first year of study may be eligible for curricular practical training in this category. Undergraduates are not eligible in their first year of study.
3. Depending on a student's eligibility and academic needs, employment can be either part-time or full-time. Employment authorization is granted by the International Center, in consultation with the student's academic department. Written authorization for employment based on Curricular Practical Training must be received prior to beginning employment. Working without employment authorization is a violation of visa status and results in a student losing legal status in the United States. Employment can be approved for 20 hours per week during the semester or up to 40 hours per week during holidays including summer break.
4. Students may engage in CPT only for the specific employer, location and period of time approved by the International Center and noted on page 3 of your I-20.
5. Student must have a written offer of employment from an employer offering work that qualifies as CPT. This must be submitted to the International Center on company letterhead for consideration with the completed CPT application.
6. Student must be enrolled in a full load of courses to participate in CPT during the semester. Over the summer break, the student must have been enrolled full time during the spring term and enrolled full time during the upcoming fall term.

Application and Approval Process

Students must submit to the International Student Advisor (1) an employment offer on company letterhead from the company offering the CPT along with (2) written authorization from your academic advisor that the requested employment meets your course of study requirements.

If the employment is approved, the International Student Advisor will provide the student with the I-20 endorsed for the approved employment. The student must obtain the I-20 endorsed with employment authorization before work begins. The International Student Advisor also can also deny CPT based on an incomplete or inaccurate application.

You must be careful not to continue employment beyond the date authorized on your Form I-20 unless you apply for and are granted an extension of your permission to work.

Illegal Employment and Elimination of OPT

If a student completes one year (12 months) of full-time CPT then their Optional Practical Training (OPT) benefit will be eliminated.

While USCIS regulations provide several opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with your International Student Advisor before beginning **any** employment. It is **your** responsibility to comply with all immigration regulations that apply to F-1 students. The International Center is a valuable resource for advising and counseling you regarding your responsibilities. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students and your F-1 may become invalid and you must.

Employment authorization for Curricular Practical Training must not delay the student's expected completion of studies date.

You must be careful not to continue employment beyond the date authorized on your Form I-20 unless you apply for and are granted an extension of your permission to work.

CPT APPLICATION CHECKLIST

Undergraduate students:

- Recommendation form completed and signed by the course instructor (attached).
- Letter from the employer indicating name of employer, address where you will be working, job duties, and beginning and ending dates of employment.

Graduate students:

- Recommendation form completed and signed by the course instructor (attached).
- An approved Program of Study form from the Graduate School.
- Letter from the employer indicating name of employer, address where you will be working, job duties, and beginning and ending dates of employment.



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CURRICULAR PRACTICAL TRAINING (CPT) Departmental Recommendation

To be completed by the student:

Name: _____ CWID: _____

Local phone number: _____ Email: _____

Academic Department: _____

Degree Level: ___ Bachelor ___ Master

Prospective Employer Name and Address: _____

Proposed Dates of Employment:

Beginning: _____ Ending: _____ Hours per Week: _____

To be completed by the instructor of the course:

PLEASE NOTE: In order for a student to be eligible for Curricular Practical Training, the employment **must be** mandatory for a course that is offered in a student's major field of study, be listed in the bulletin of course offerings, and have a faculty member assigned to teach the course.

In what course will the student enroll to earn academic credit for the work experience?

Course Name _____ **Course Number** _____

Number of Credit Hours Assigned to Course _____ **Instructor** _____

Semester student will be enrolled in this course (Enrollment must be concurrent with employment):

Fall 200___ **Spring 200**___ **Summer Session** ___

How will this employment fulfill the course requirement?

I RECOMMEND THAT THIS STUDENT BE GRANTED AUTHORIZATION FOR CPT.

Instructor Name: _____ Instructor Signature: _____ Date: _____

Department: _____ Phone: _____ Email: _____